



v 2

Jvillage Training Manual

Version 2



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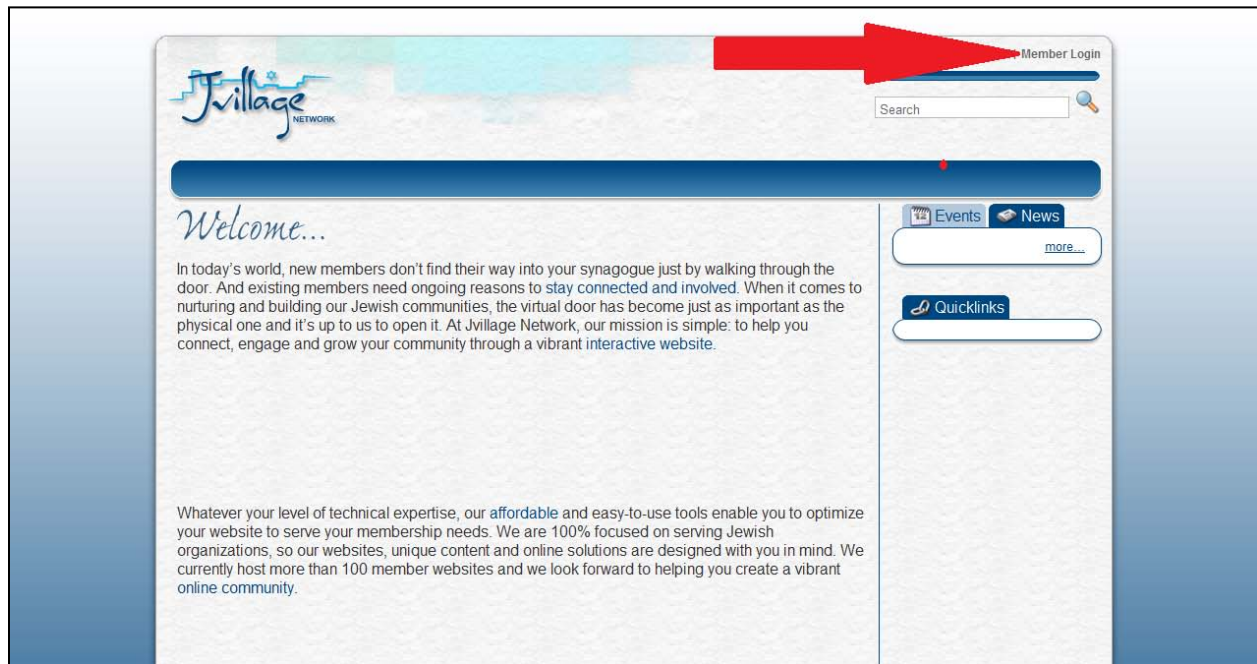


BASIC EDITING

This first part will cover the basics of editing your site. Please make sure you have the site URL and your user name and password from your Project Manager

LOGGING IN

Go to your website URL and click the MEMBER LOGIN link in the UPPER RIGHT. You can also add /cmslogin.aspx to the end of your site URL and it will take you to the below log in screen.

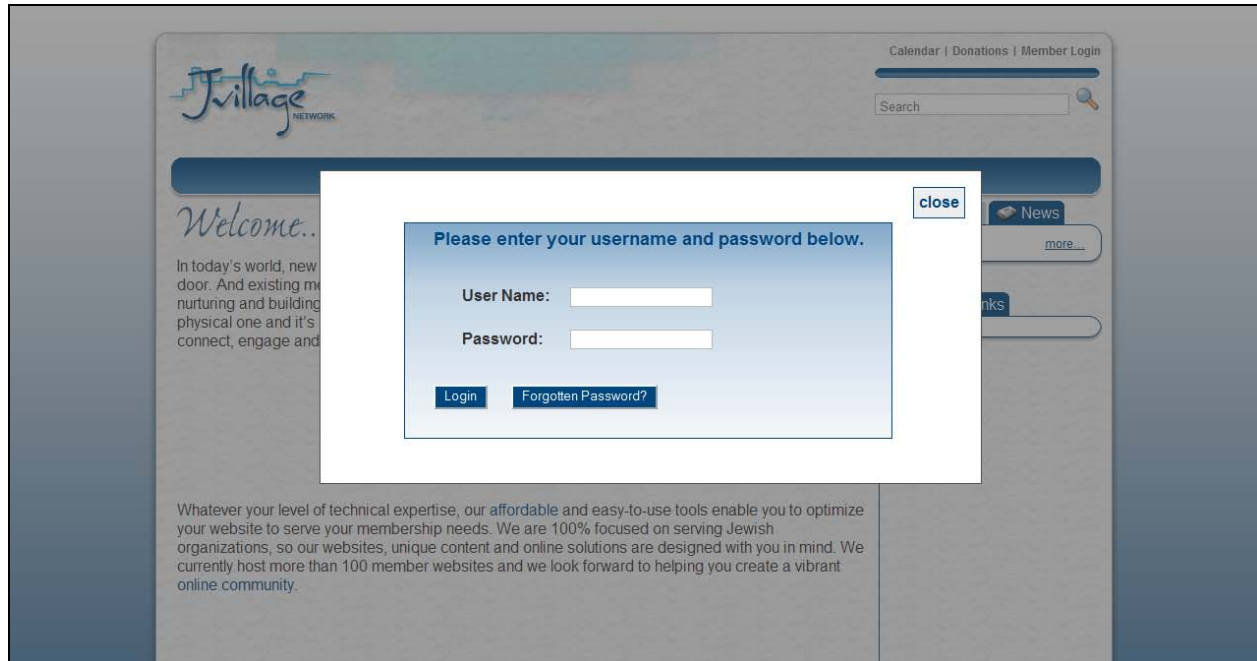


You can also view [Video #1](#) on our Training Video page.



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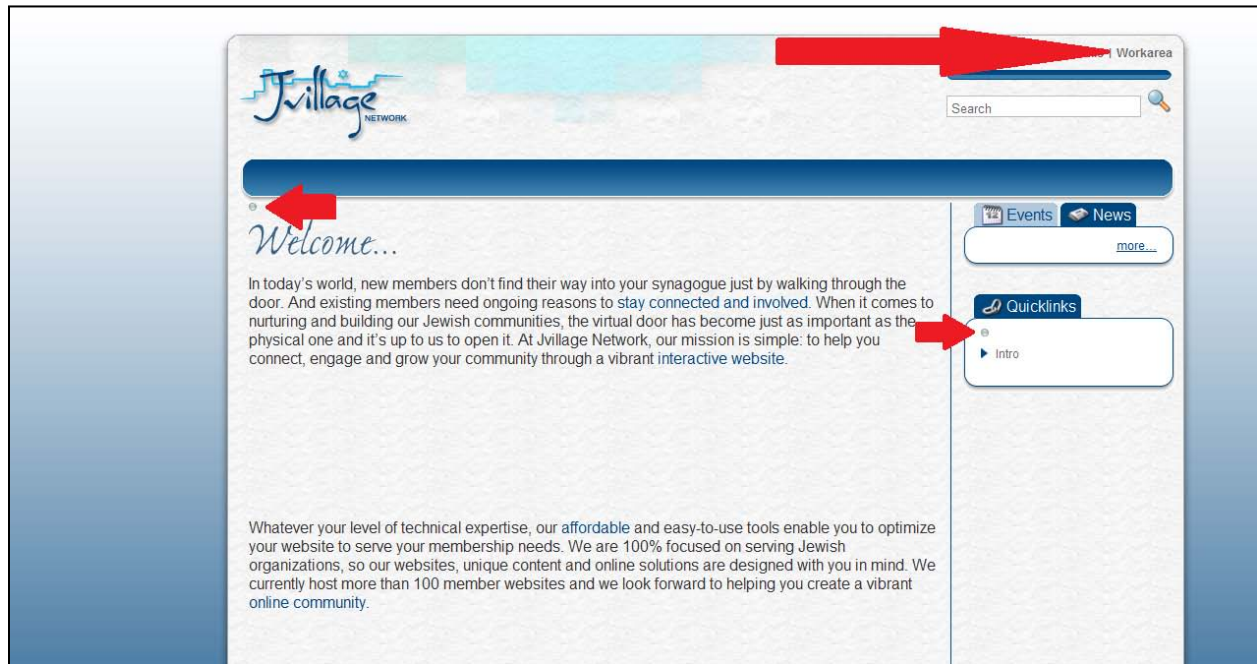
Log in using your username and password. You should have received these from your JVillage project manager, or your organizations site manager.





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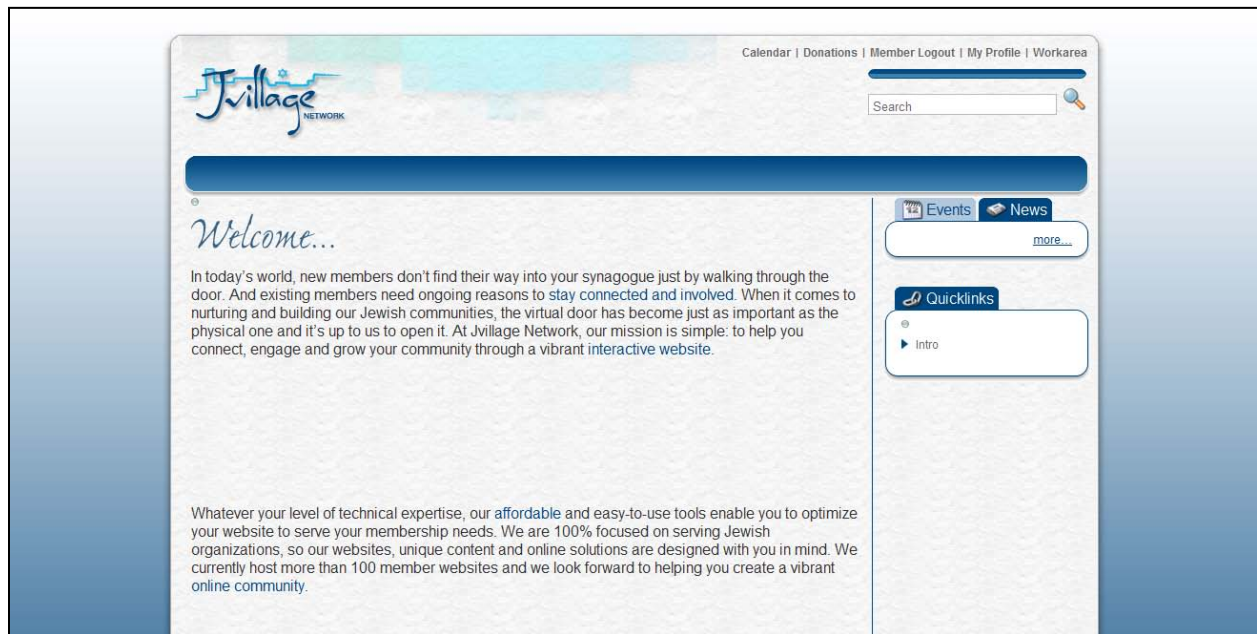
After Logging in, you'll see an added menu item in the UPPER RIGHT called Work Area. You may also notice little grey buttons next to your content.



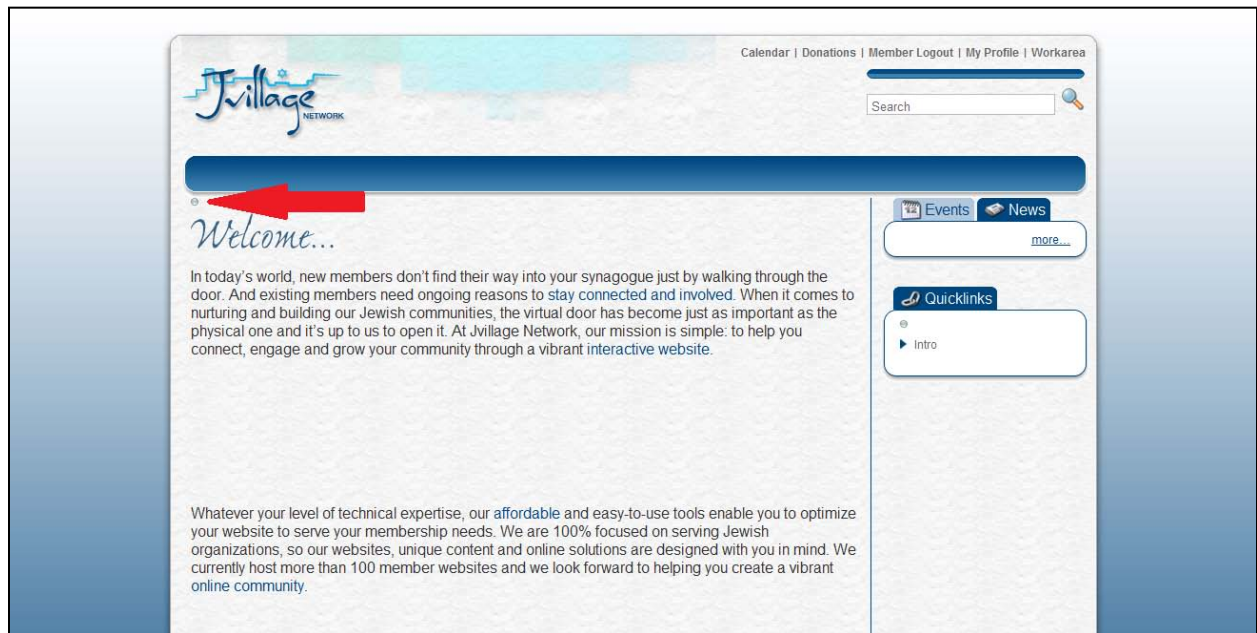


SIMPLE TEXT EDIT

After logging as per STEP ONE, go back to your regular site and find the page you wish to edit.

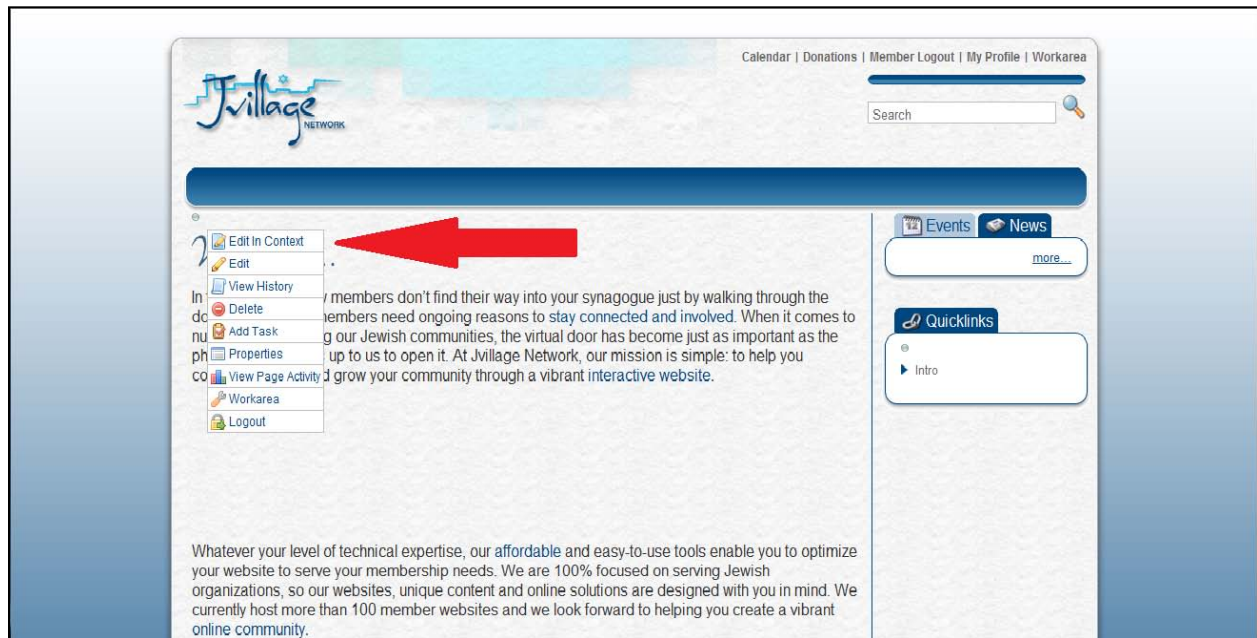


You'll notice small grey dots next to the text blocks. Click on the dot nearest the block you want to edit.

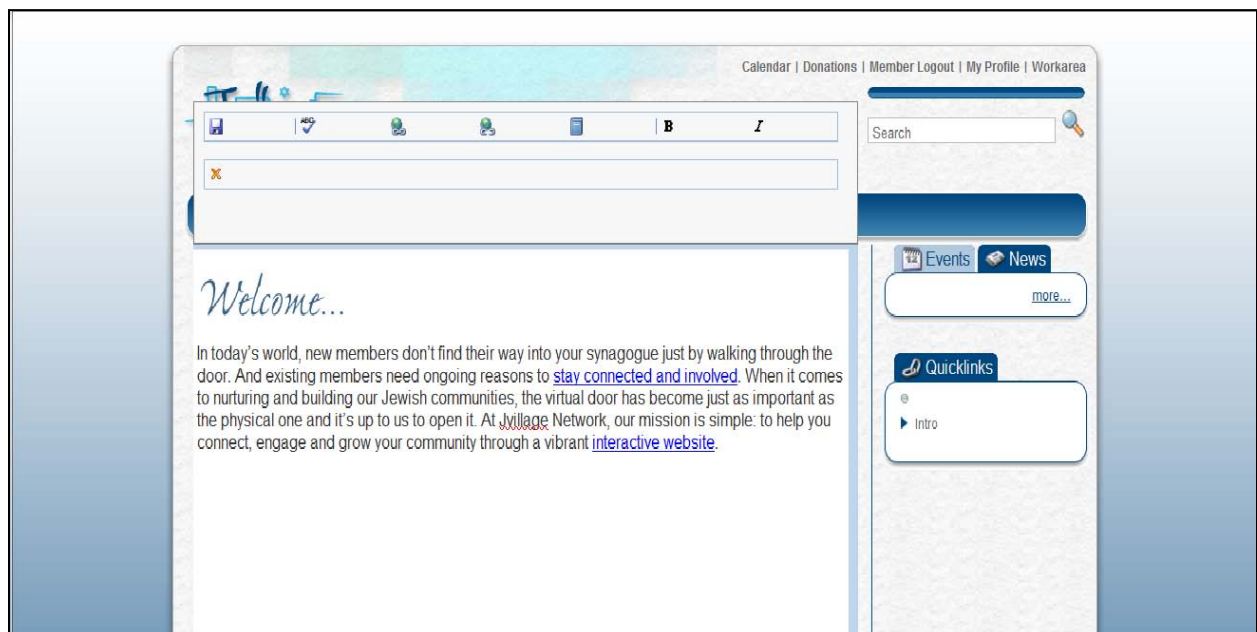


You can also view [Videos #3 and #4](#) on our Training Video page.

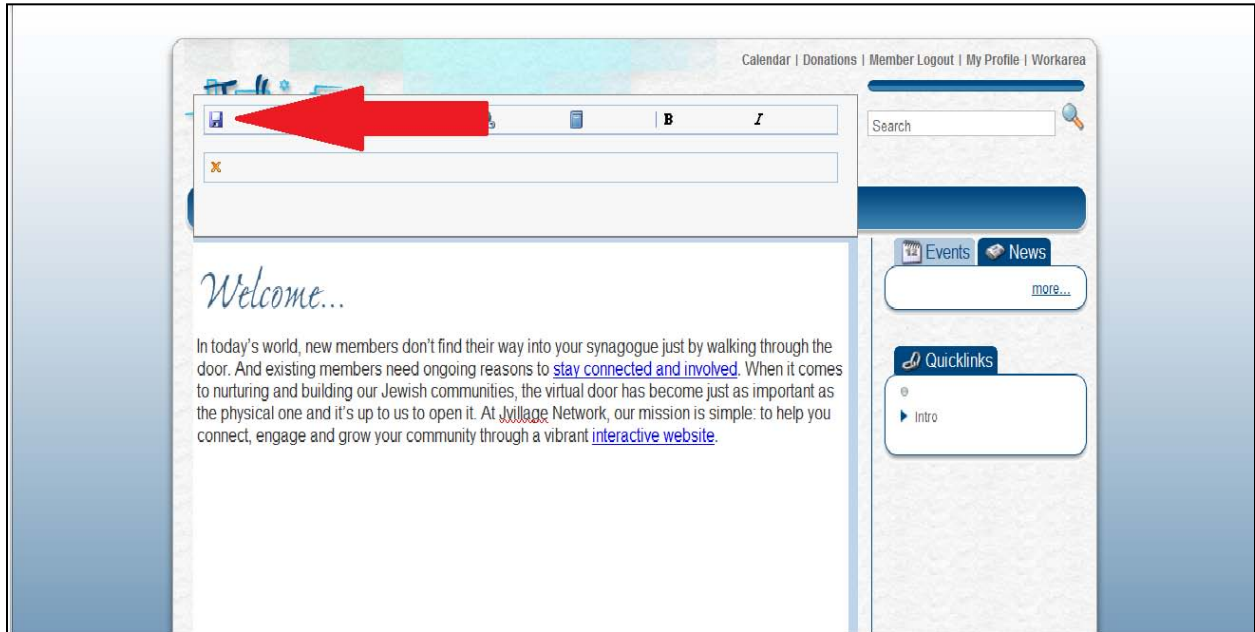
It should bring up a small menu if options, the first of which is **EDIT IN CONTEXT**



Clicking that will bring up a small in screen menu, and allow you to edit the text right on the page.



The menu has eight options, but if you are just looking to change text, simply type your changes, and then click the first icon (the small diskette) to SAVE your changes and exit.



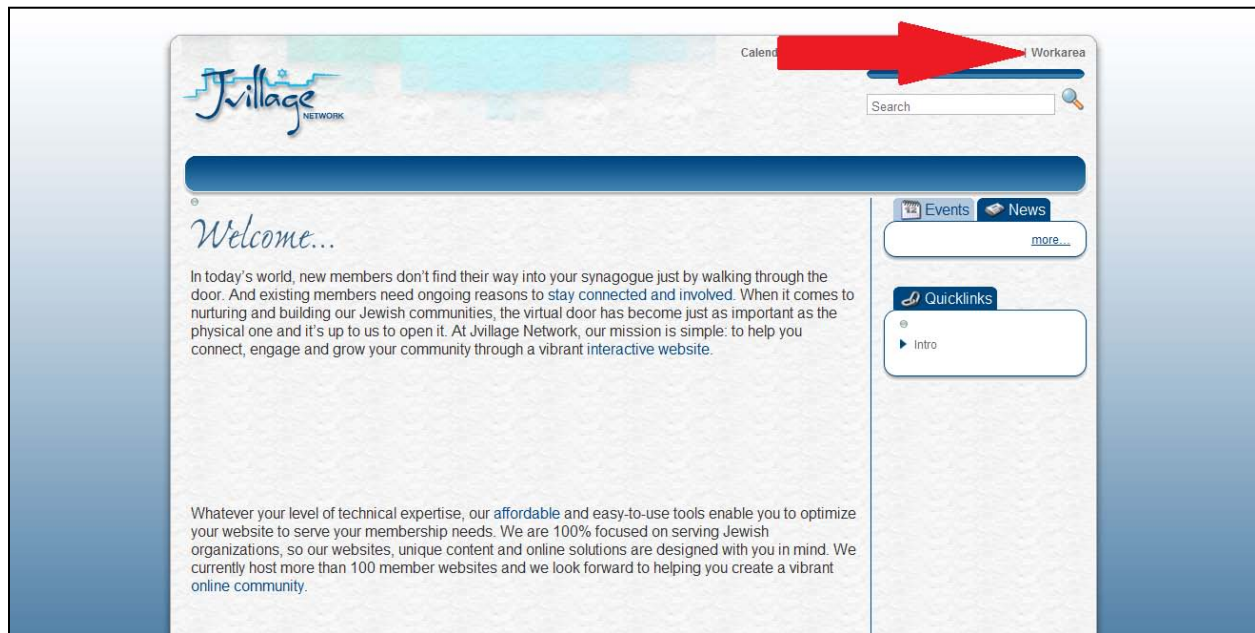


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FRONT END vs. BACK END EDITORS

Our CMS platform offers two distinct ways to access and edit your content. One is the simple “front end” way that we’ve already seen, the other is slightly more robust in its editing options. We’re now going to go through the options the second or “backend” editor has.

To access the backend editor, after logging in, click the WORK AREA button



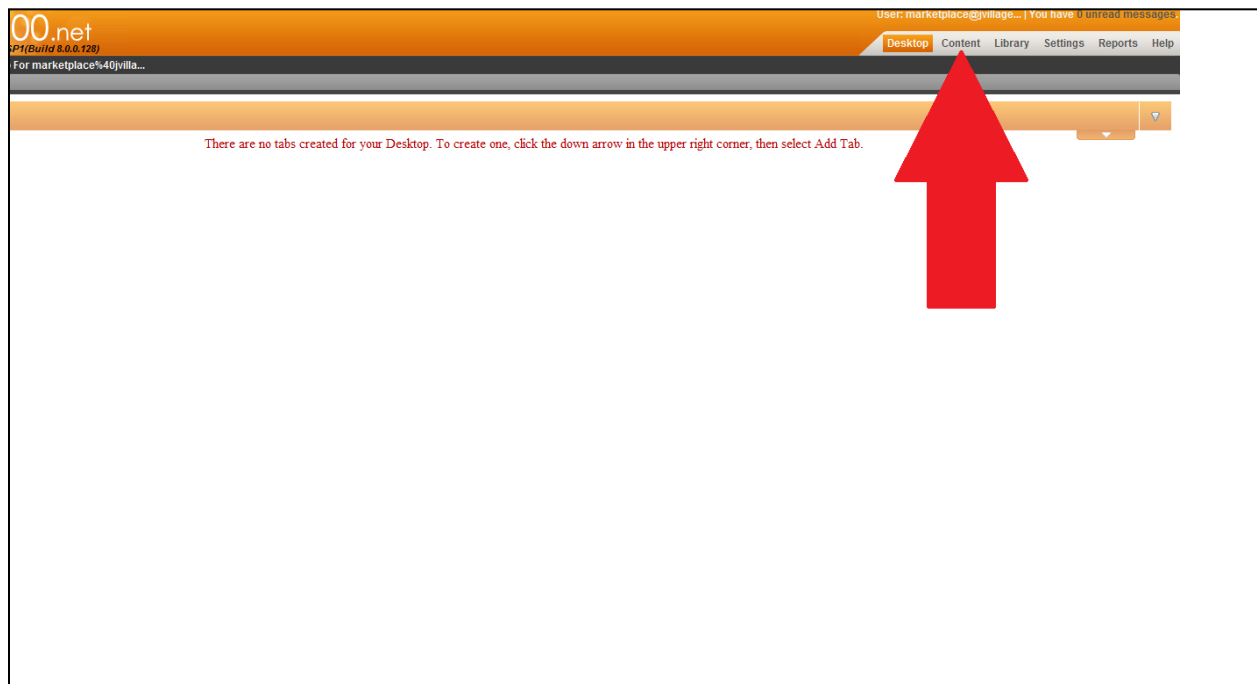
This will bring us to this screen





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Click the content button in the upper right

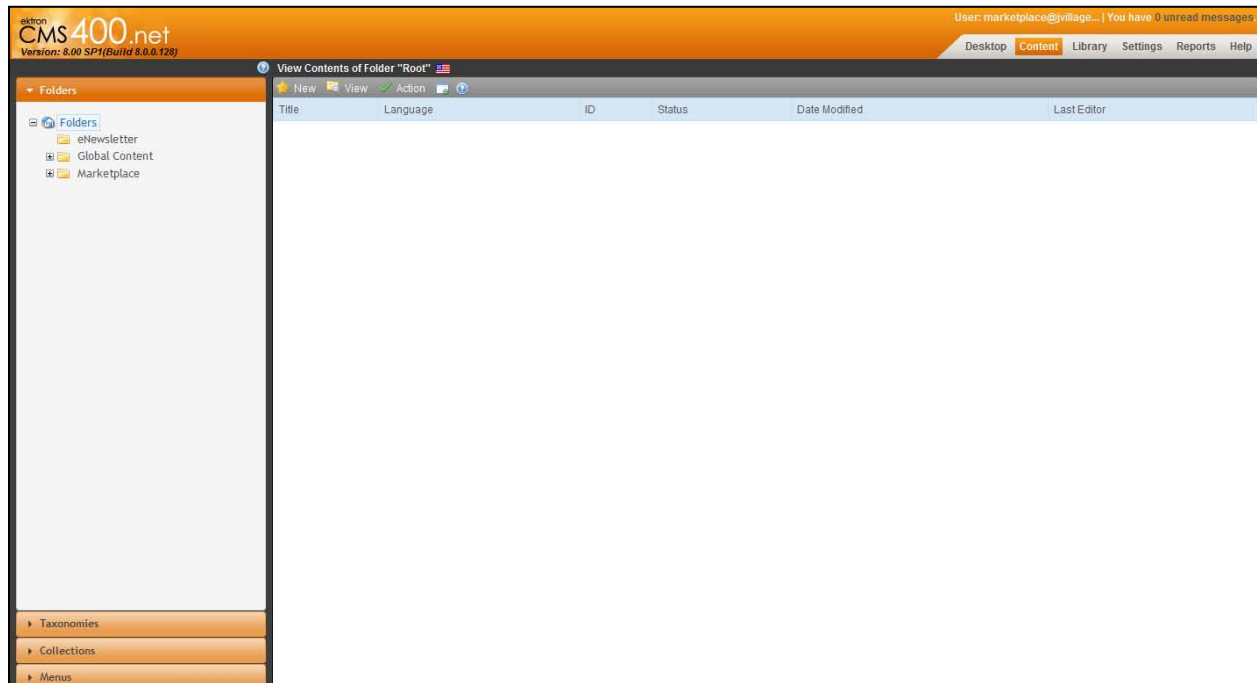


You can also view [Video #2](#) on our Training page.

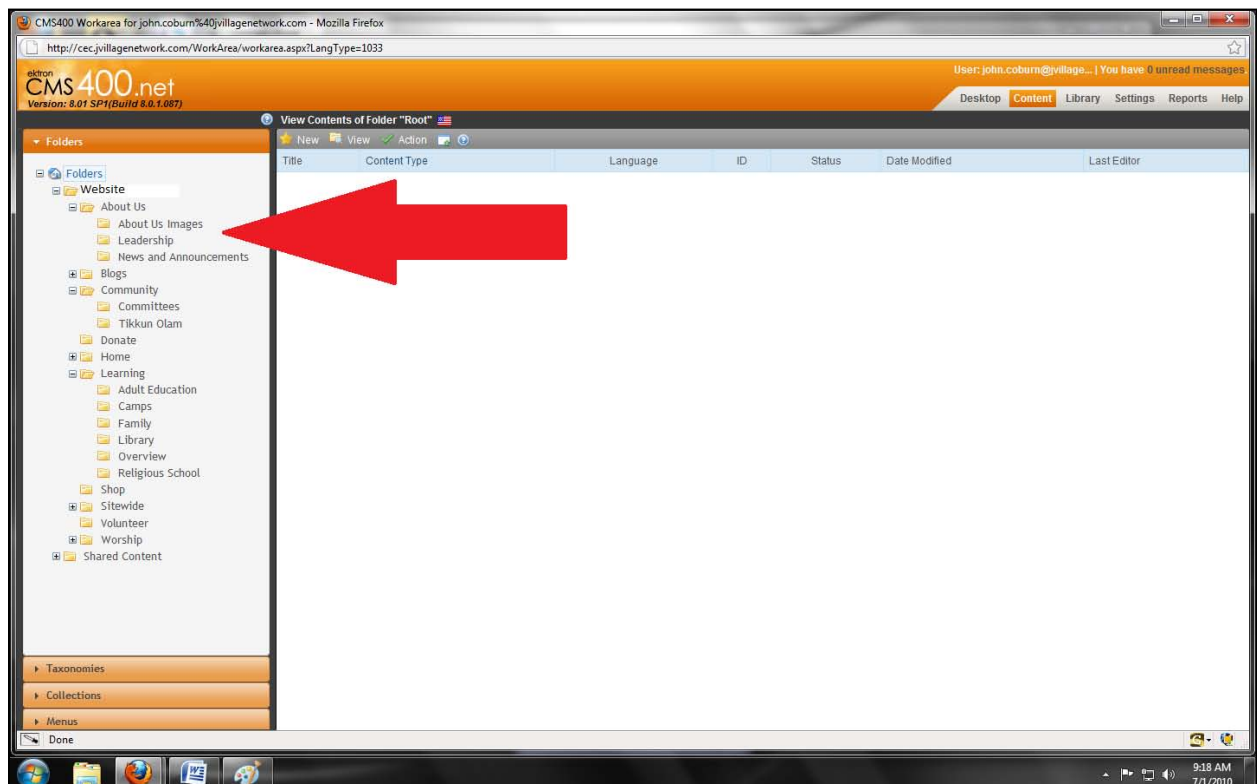


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This brings us to our main editing area where we'll be doing most of our work



To the left you'll see your pages as folders, laid out in the order they are in your menu.



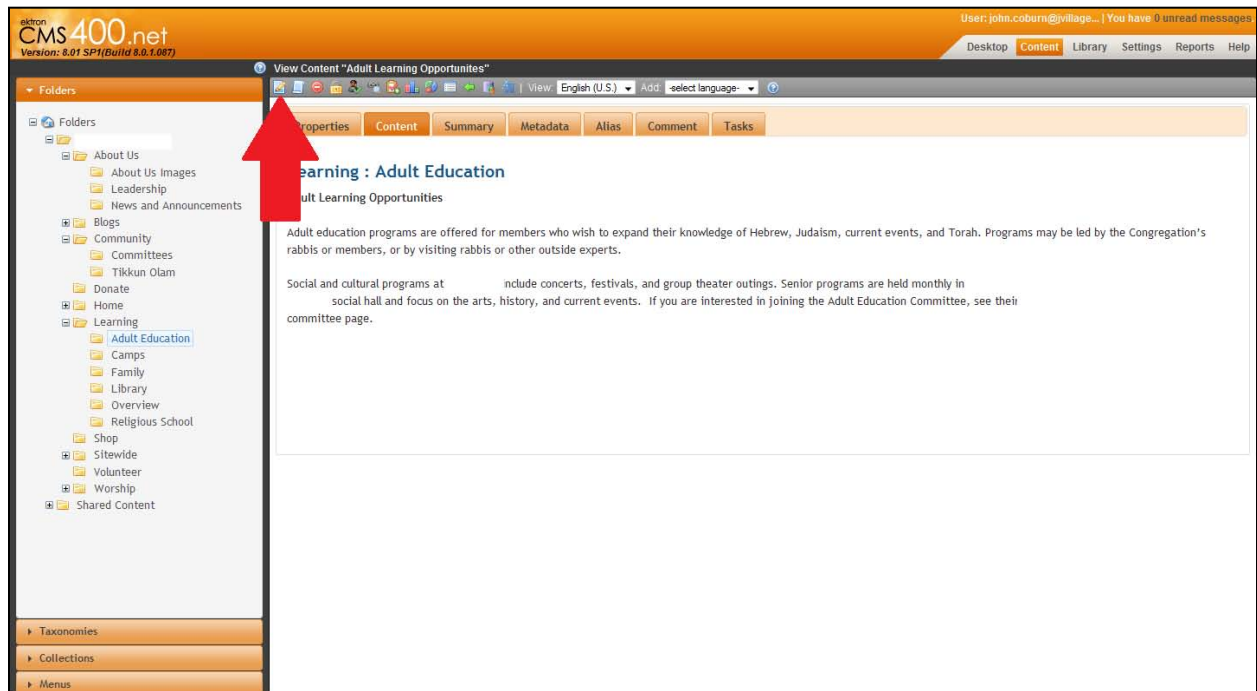


You'll see the pages listed under that navigation, and icons to the right that indicate what type of object it is, right now we only want to focus on HTML objects, which is what the basic content areas are.

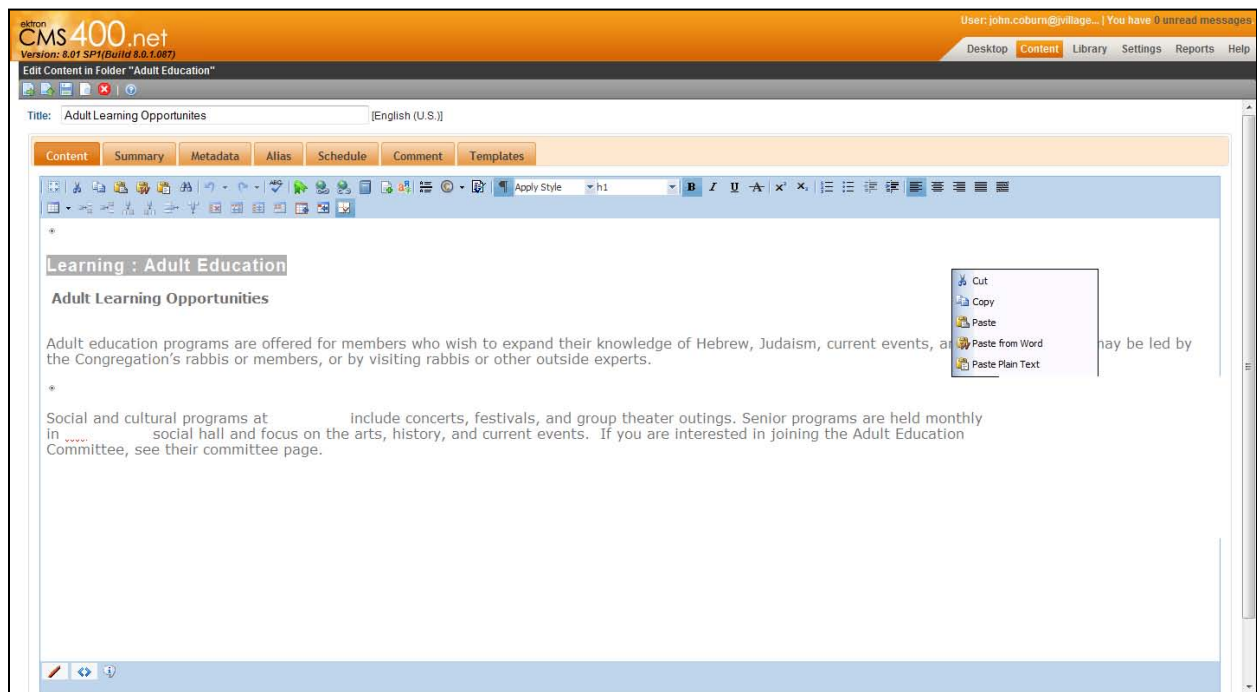
The screenshot shows the CMS400.net interface. On the left is a 'Folders' tree with 'Adult Education' selected. The main area displays a table titled 'View Contents of Folder "Adult Education"'. The table has columns: Title, Content Type, Language, ID, Status, Date Modified, and Last Editor. Three rows are visible, all with 'HTML Content' as the Content Type. Two large red arrows point to the 'Content Type' column for the first two rows.

Title	Content Type	Language	ID	Status	Date Modified	Last Editor
Adult Learning Opportunities	HTML Content	English	8589934740	A	6/25/2010 2:49:19 PM	Coburn, John
Programs and Past Events Updates	HTML Content	English	8589934742	A	6/25/2010 2:51:27 PM	Coburn, John
Torah Study	HTML Content	English	8589934741	A	6/25/2010 2:50:11 PM	Coburn, John

Click on one of the HTML items and you'll be brought to this screen. Click the little sheet of paper icon in the upper left to edit.

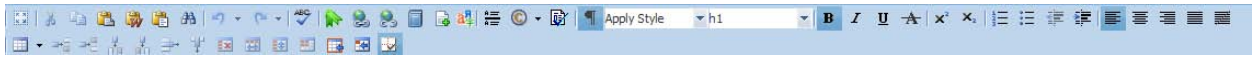


Here the page is loaded and ready to edit! Just like in the front end editor, you can type below and add or remove text. There are a lot of options on the top tool bar, so let's look through them one by one.





Here's the tool bar by itself, there's a lot of options, but you'll mainly find yourself using only a select few.



The first few are easy enough



Starting from the right, there's SELECT ALL, CUT and COPY. These are standard text editor options. The next three are PASTE, PASTE FROM WORD and PASTE FROM TEXT. It's important to use the right function to import your text so that any extraneous programming isn't imported to wreak havoc on your page. A program like Microsoft Word, for example, has a lot of formatting code that isn't compatible with any CMS (content management system), so using PASTE FROM WORD will only preserve the formatting that works on your website.

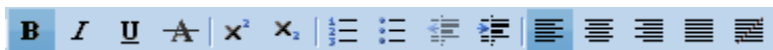
After that there's FIND AND REPLACE, UNDO and REDO, again all fairly standard text editing tools.



Our next tools are SPELL CHECK, which is self explanatory, BOOKMARKS WHICH NEED TO BE FIGURED OUT, your LINKING TOOL (hyperlinks) for linking to other pages on and off your website and documents (more on that below) an UNLINKING TOOL for removing those links, your LIBRARY which you will use to insert images (more on that below). A WIKILINK tool for adding links to Wikipedia, and a TRANSLATE button. Then we have a HORIZONTAL RULE button for adding black dividers. There's a SPECIAL SYMBOL button followed by a button to validate code.



These two boxes apply a programmed style to highlighted text. You'll mostly be using the one on the right that has your page header styles pre-programmed in as h1,h2 and so on.



The next crop are very common text editing tools, BOLD, ITALICIZE, UNDERLINE, STRIKE THROUGH, SUPER SCRIPT, SUB SCRIPT, NUMBERED LIST, BULLET POINTS, OUT DENT, IN DENT, ALIGN RIGHT, ALIGN CENTER, ALIGN LEFT, COLUMN and REMOVE ALIGNMENT.





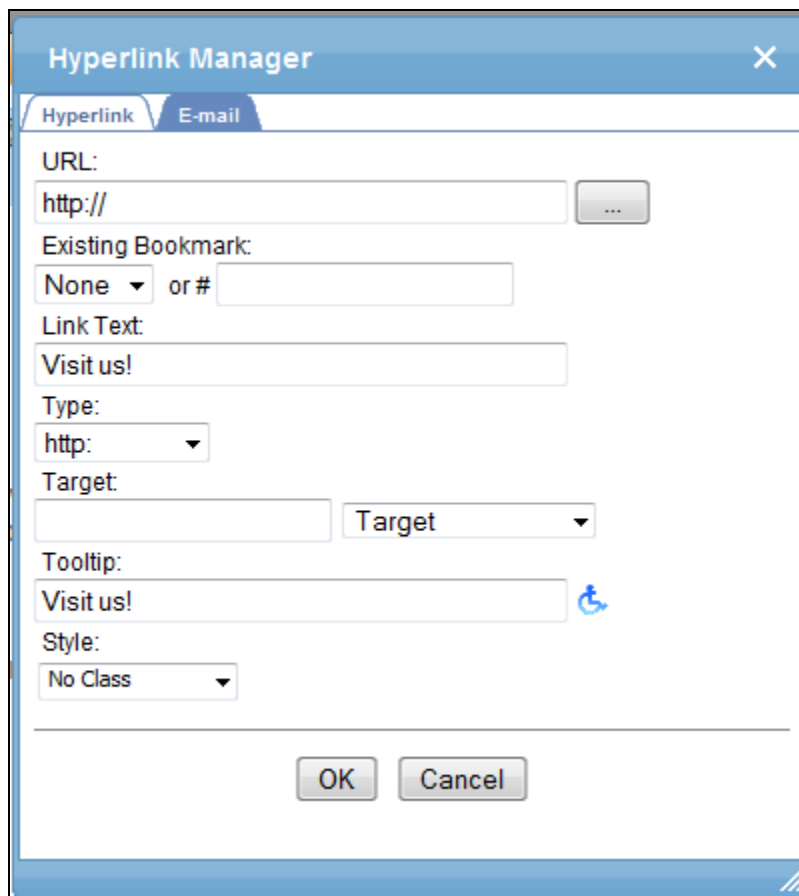
The bottom row all deal with inserting and editing tables in to your content. There's INSERT TABLE, ADD ROW ABOVE, ADD ROW BELOW, ADD COLUMN TO THE LEFT, ADD COLUMN TO THE LEFT, ADD COLUMN TO THE RIGHT, REMOVE ROW, REMOVE COLUMN, DELETE CELL, MERGE CELLS HORIZONTALLY, MERGE CELLS VERTICALLY, SET TABLE PROPERTIES, SET CELL PROPERTIES, and SHOW BORDER.

Let's start looking at the most common functions you'll be using.

ADDING A LINK



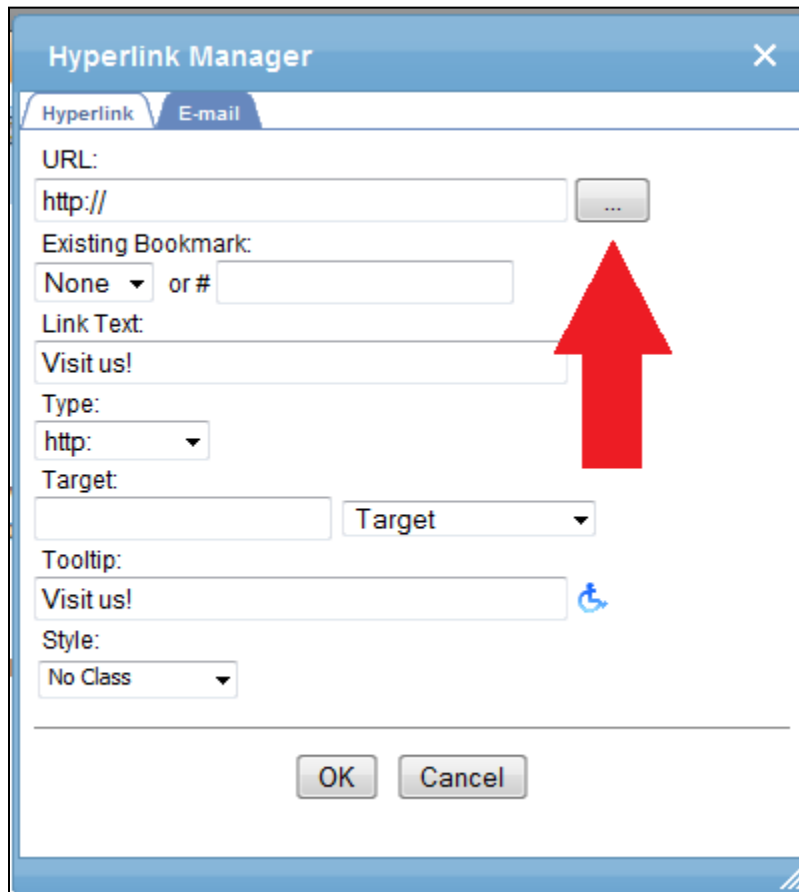
When you need to add a link to a webpage on your site, another site, or link to a document for download, this is your tool. Start by highlighting the text you want linked, then clicking this button.



The screenshot shows the 'Hyperlink Manager' dialog box with the 'Hyperlink' tab active. The 'URL' field contains 'http://'. The 'Existing Bookmark' dropdown is set to 'None'. The 'Link Text' field contains 'Visit us!'. The 'Type' dropdown is set to 'http:'. The 'Target' field is empty, and the 'Target' dropdown is set to 'Target'. The 'Tooltip' field contains 'Visit us!'. The 'Style' dropdown is set to 'No Class'. The 'OK' and 'Cancel' buttons are at the bottom.

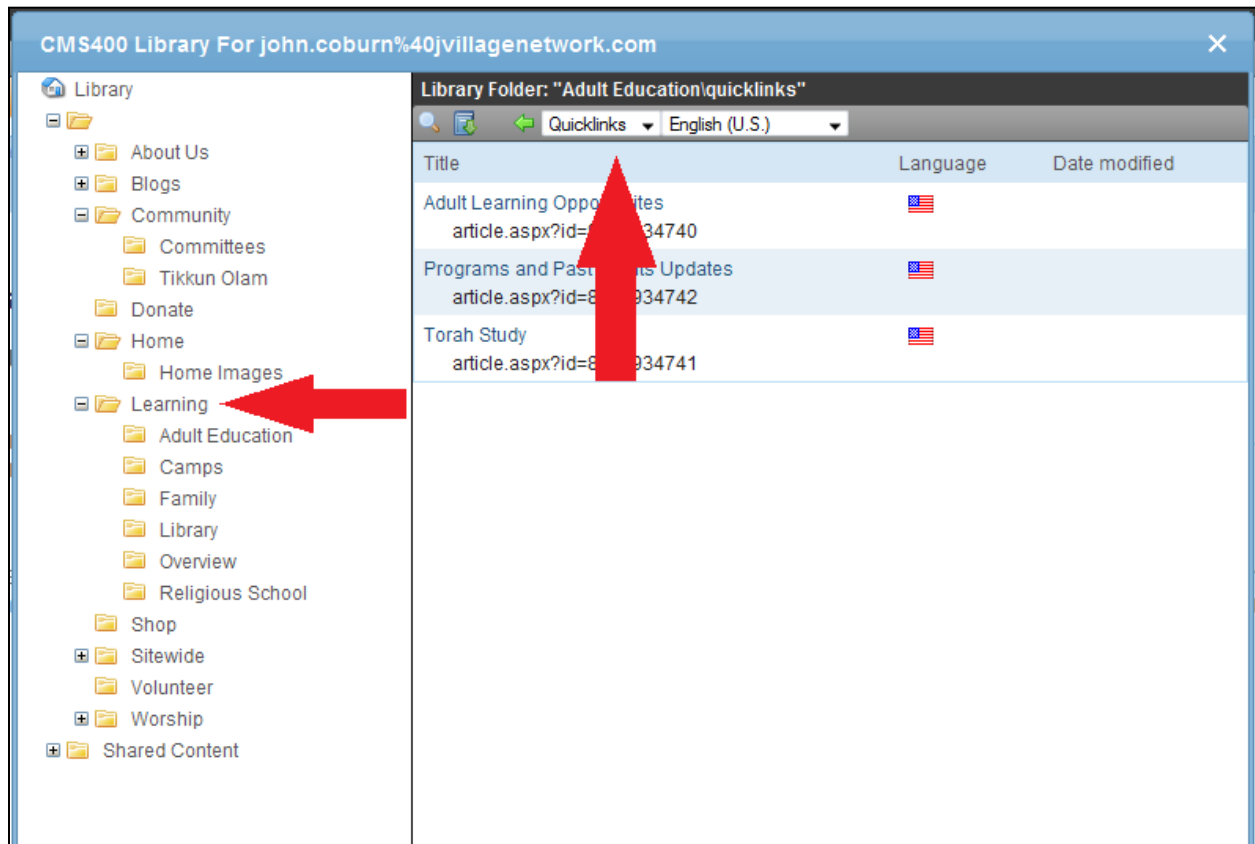
This screen should pop up! It might seem like there's a lot to do here, but we'll only be using a few specific areas for each type of link. Let's start with adding a link to another page on your own site.

ADDING A LINK TO A PAGE ON YOUR SITE

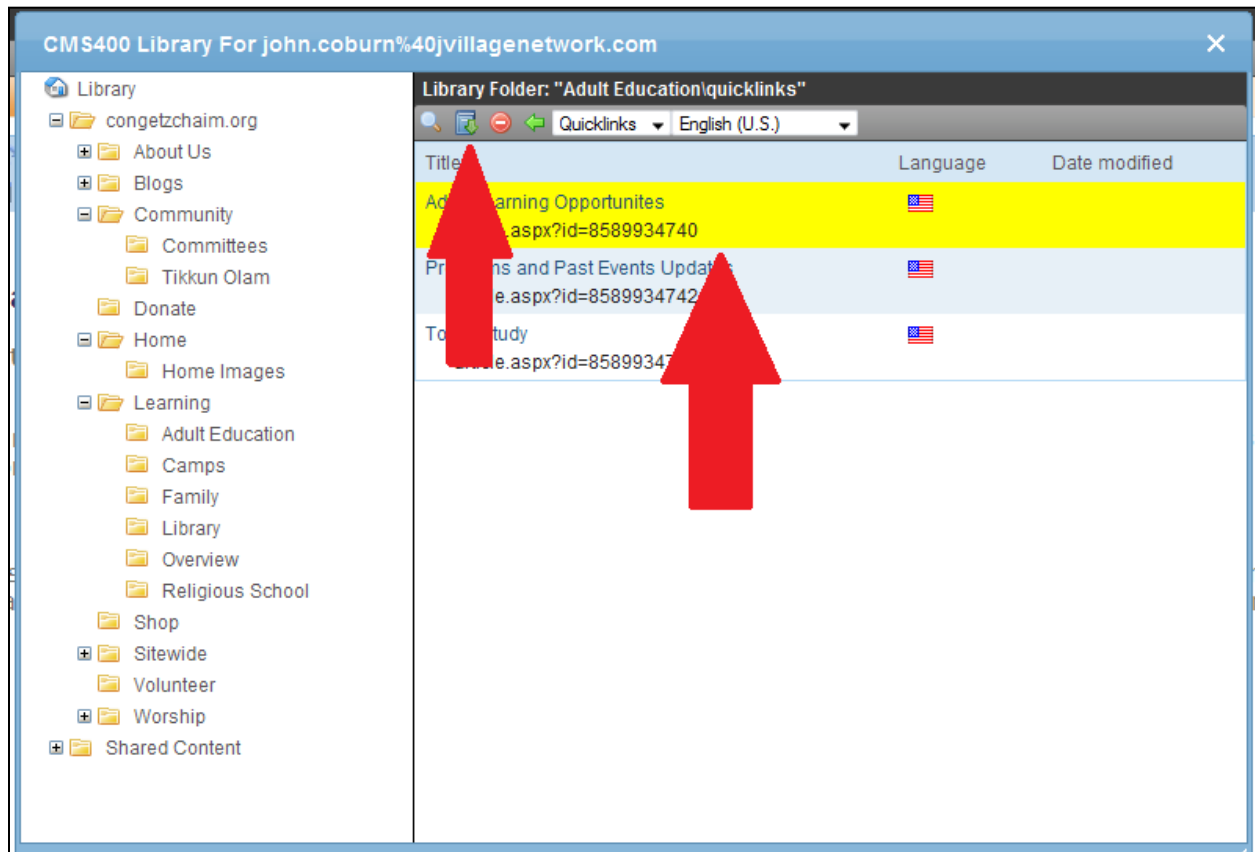


The screenshot shows the 'Hyperlink Manager' dialog box with the 'Hyperlink' tab selected. The 'URL' field contains 'http://' and a browse button (three dots) is to its right. A red arrow points to this button. Below the URL field is the 'Existing Bookmark' section with a 'None' dropdown and an 'or #' field. The 'Link Text' field contains 'Visit us!'. The 'Type' dropdown is set to 'http:'. The 'Target' field is empty, and the 'Target' dropdown is set to 'Target'. The 'Tooltip' field contains 'Visit us!' and has a help icon (blue circle with a question mark). The 'Style' dropdown is set to 'No Class'. At the bottom are 'OK' and 'Cancel' buttons.

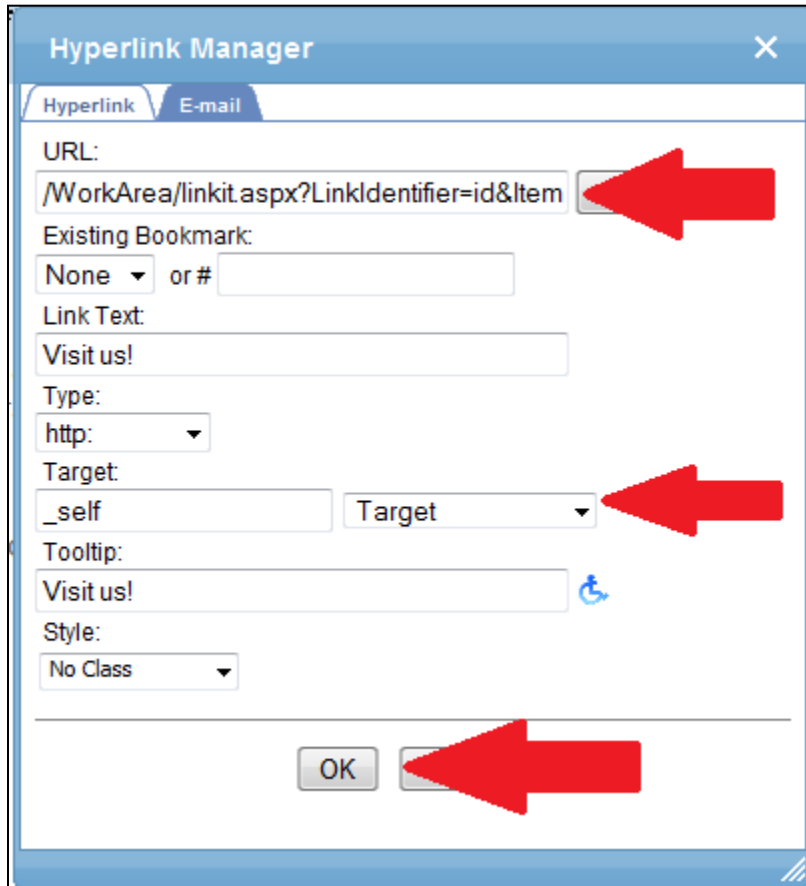
Click the browse button and it will open up another window



Find the page you want to link to in the folder tree on the left, and click it. When it's open, make sure the drop down menu up top is set to quicklinks.



Once you've chosen your page to link to, it will highlight yellow, then just click the insert icon up top.

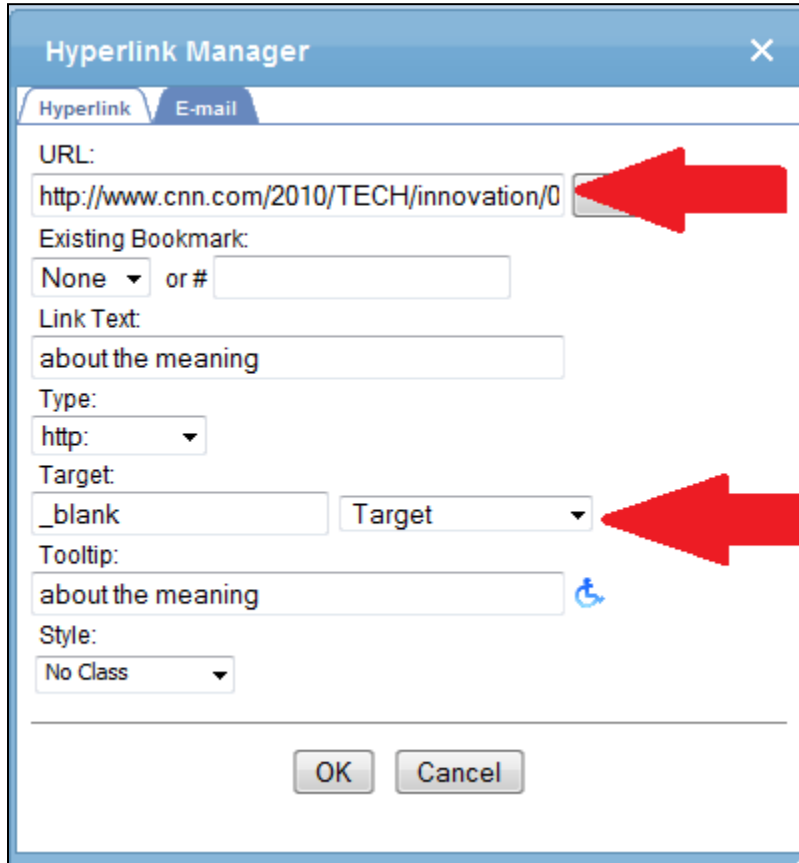


The screenshot shows the 'Hyperlink Manager' dialog box with the 'E-mail' tab selected. The 'URL' field contains the path '/WorkArea/linkit.aspx?LinkIdentifier=id&Item'. The 'Existing Bookmark' is set to 'None'. The 'Link Text' is 'Visit us!'. The 'Type' is 'http:'. The 'Target' is set to '_self' and the dropdown is labeled 'Target'. The 'Tooltip' is 'Visit us!'. The 'Style' is 'No Class'. The 'OK' button is highlighted with a red arrow.

You'll see that the previously blank top field now has a file path to the page you selected. Also make sure to select the target as self, since we're staying on the same site and don't need to view the content in another open window. Click the OK button!

LINKING TO A PAGE OFF YOUR SITE

Let's say you now need to link to an outside page, like a news article. Let's say it's an article on CNN.com. Just like before, we're going to highlight the text we want to link.



Hyperlink Manager

Hyperlink E-mail

URL:
http://www.cnn.com/2010/TECH/innovation/0

Existing Bookmark:
None or #

Link Text:
about the meaning

Type:
http:

Target:
_blank Target

Tooltip:
about the meaning

Style:
No Class

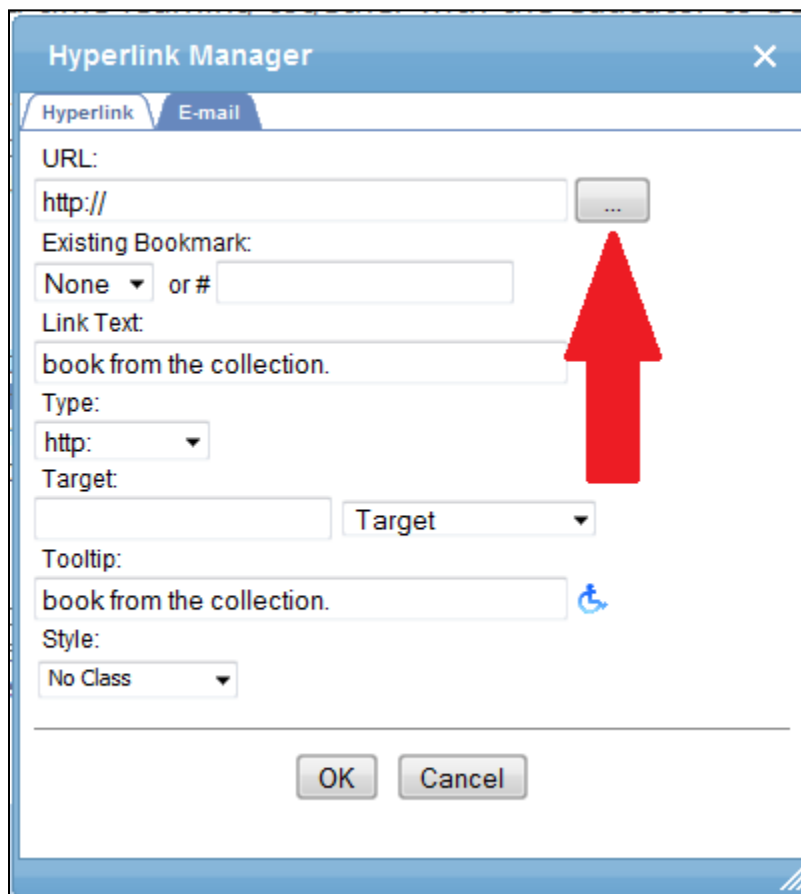
OK Cancel

Now simply type or paste the link in to the first field, and select New Window from the target drop down, and click OK! That text you highlighted now links to that off site item, and will open it in a new window.

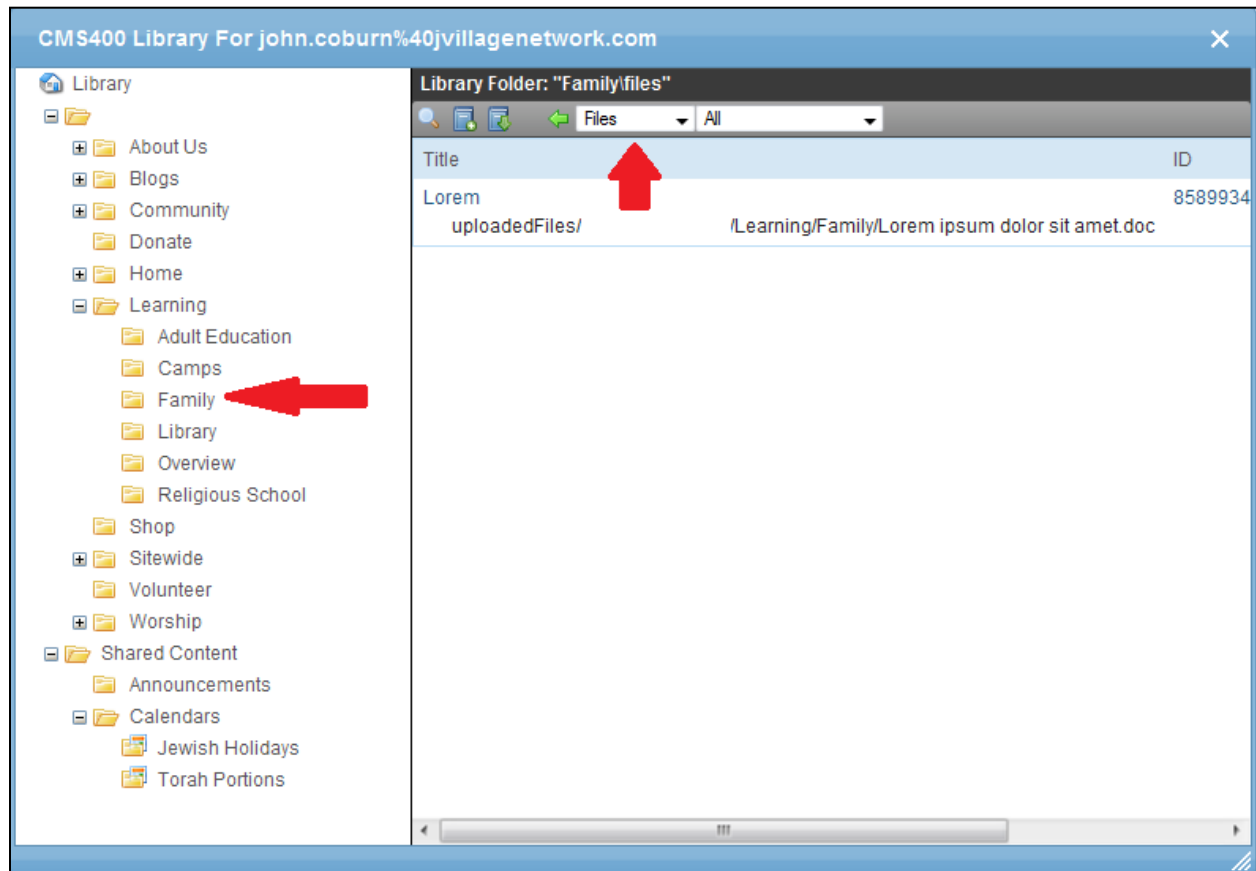
LINKING TO A DOCUMENT

Let's say you'd like to link to a document, so that anyone coming to your site can download it from a link.

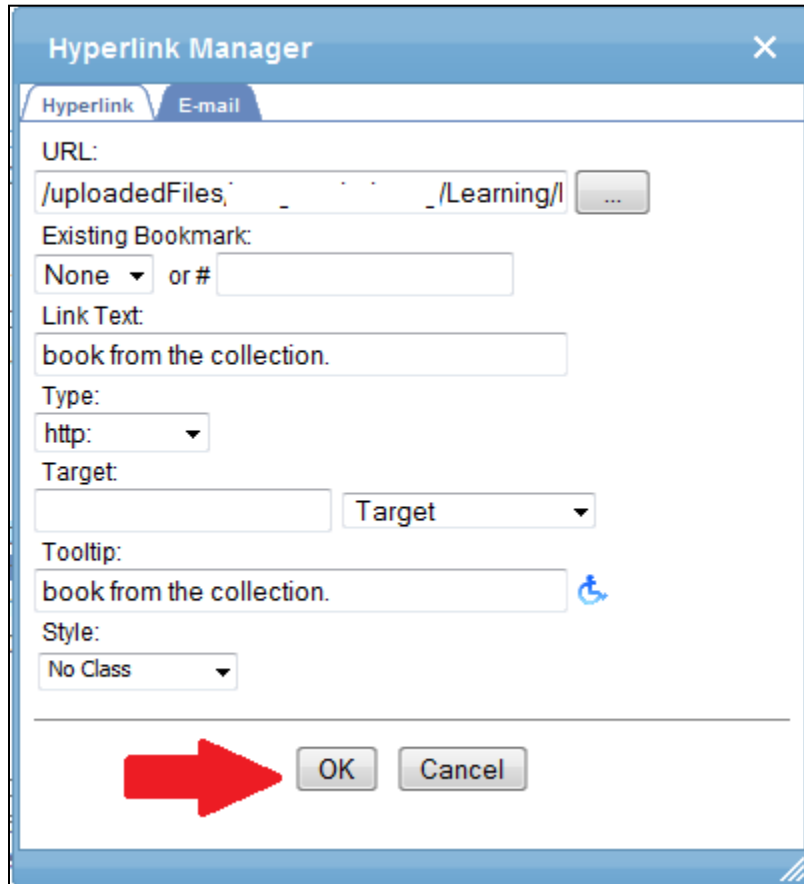
First, as with the last two, highlight the text you want, then click the link tool then click the browse button



This will bring you to the same window, we've seen before.



Now you would go in to the folder that holds the content, making sure the top menu is set to files. Double click the file when you find it.



Hyperlink Manager

Hyperlink E-mail

URL:
/uploadedFiles/_/Learning/I ...

Existing Bookmark:
None or #

Link Text:
book from the collection.

Type:
http:

Target:
Target

Tooltip:
book from the collection. ⓘ

Style:
No Class

OK Cancel

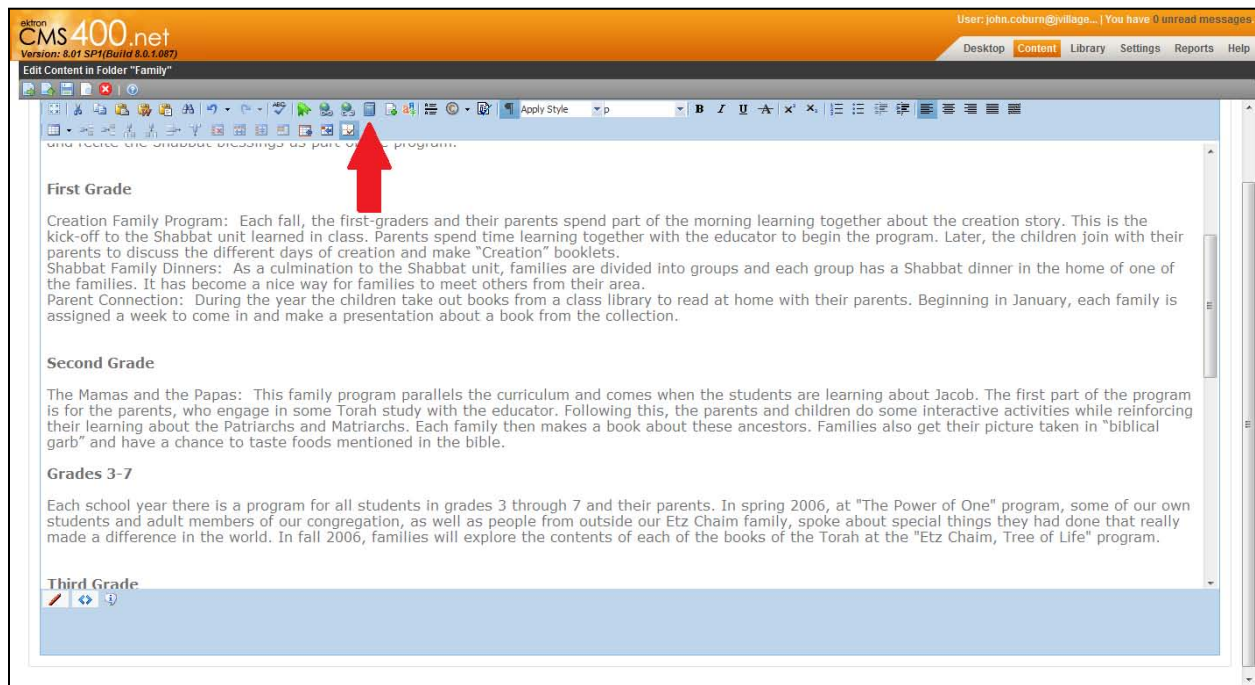
Click the OK button and now the text links to the document!



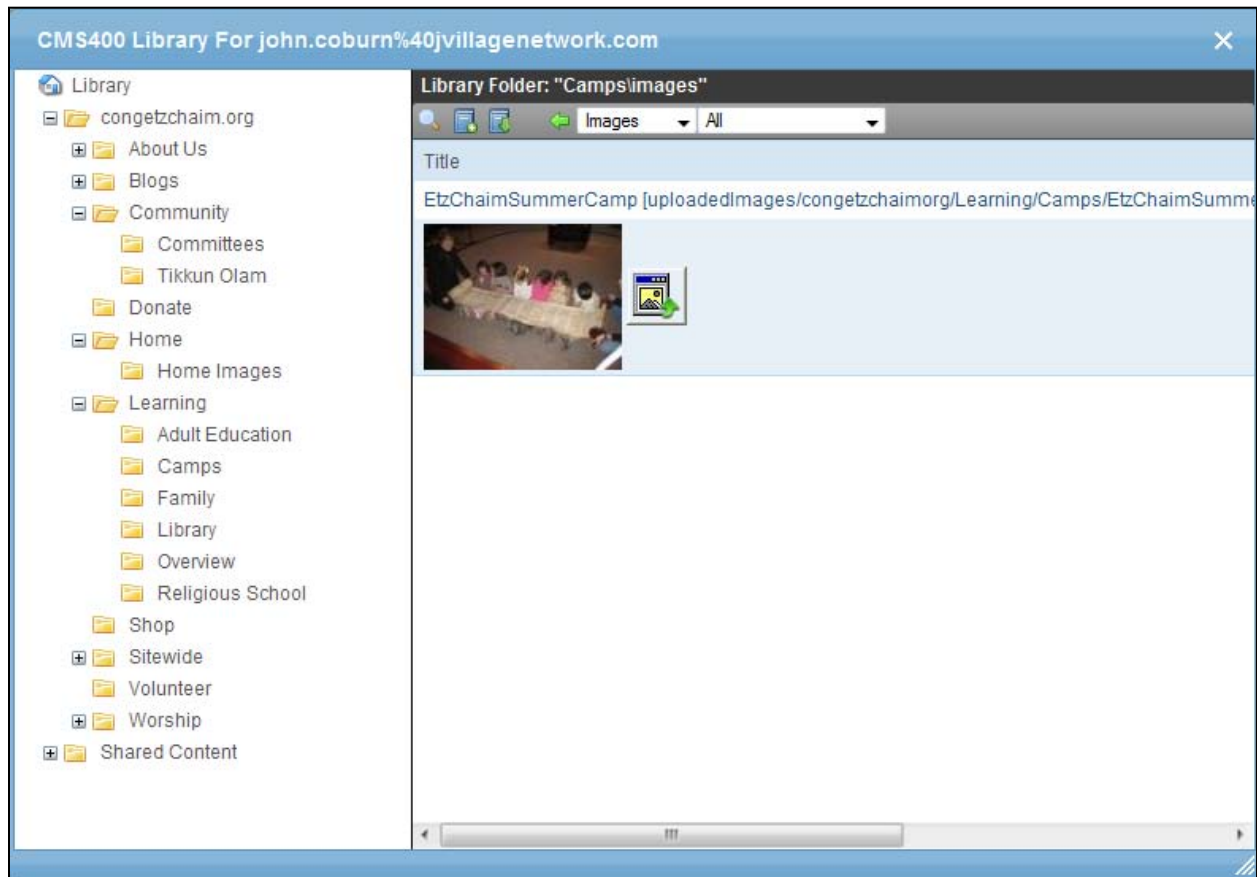
ADDING A PHOTO TO YOUR TEXT

If you want to add a single static photo to help liven up your text, your first step is to make sure the photo is roughly the correct size and resolution. Your project manager will discuss basic photo editing. You can also view our [Videos #5, 6, 7](#) on our Training Page.

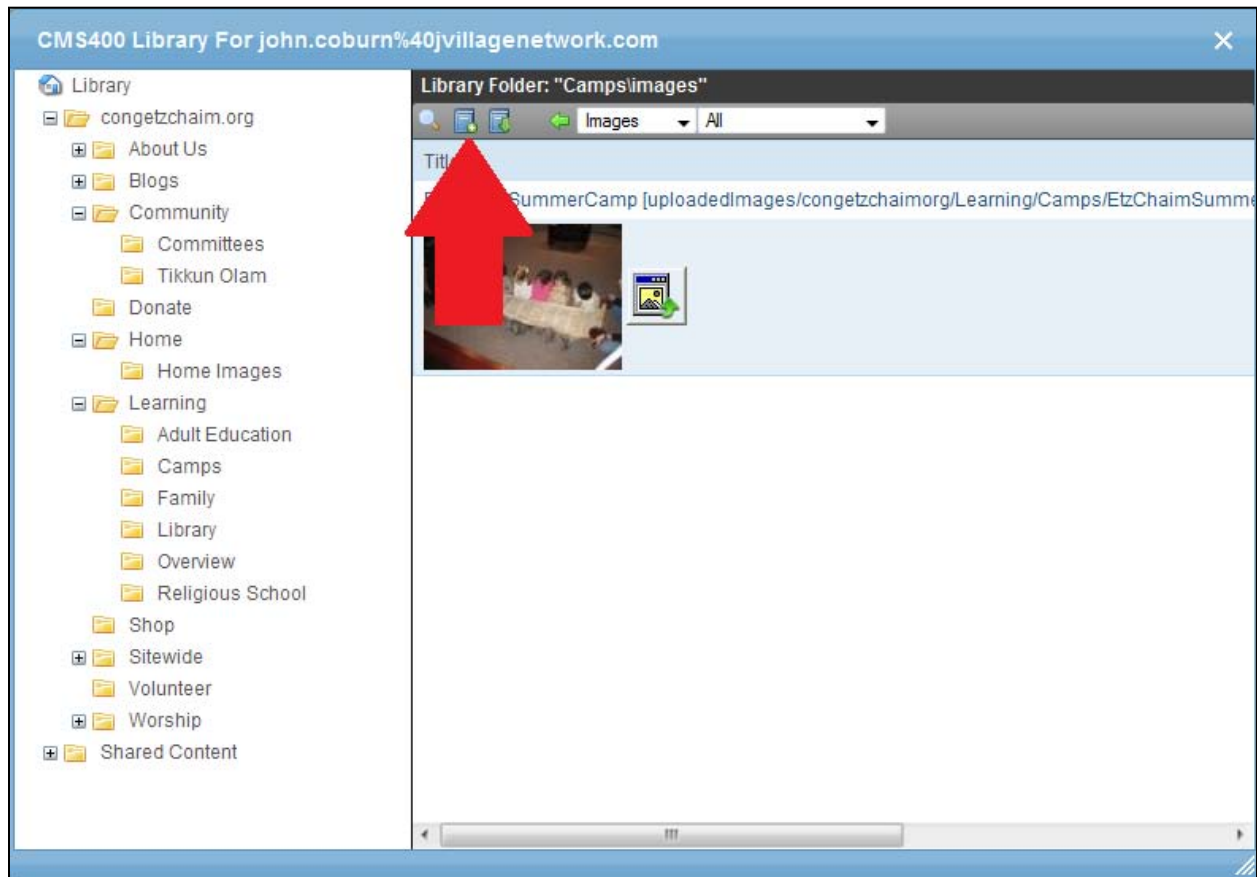
Open the page you'd like to add the photo too in the editor, and put your cursor where you want the photo places on the page. Then click the library icon in the tool bar.



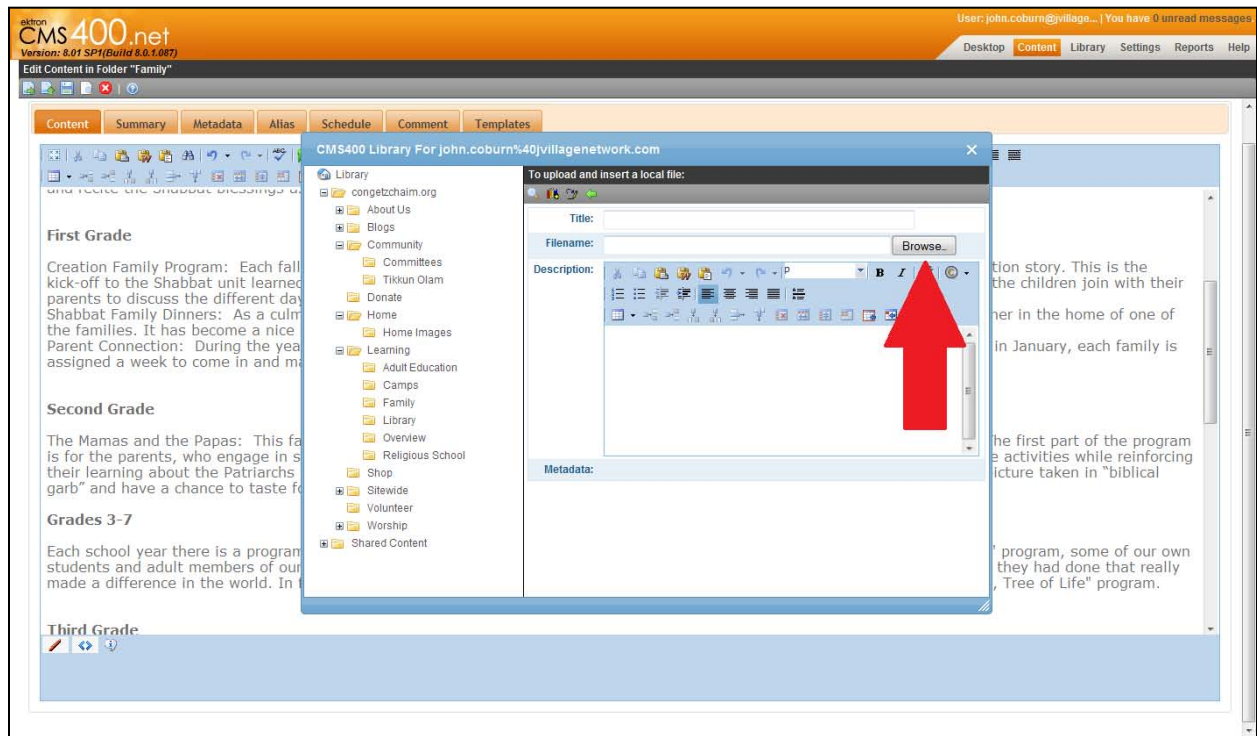
This will bring up your library where your content, documents and images are stored. If you've already uploaded the image, it will be in its folder.



If you haven't uploaded the image yet, click the Add Library button



And browse for your picture like you would any other file.



Once you've got the picture file you want in your library, double click it to add it to the page! Use the text alignment buttons to move it, and save when you're done!



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ADDING A PAGE TO YOUR SITE

First, Log in to your back end editor and get to your content area.

Create a folder in the folder hierarchy where you want your content to show up

The screenshot shows the CMS400.net back end editor interface. The top navigation bar includes the CMS400.net logo, version information (8.01 SP1), and user information (john.coburn@village.net). The main content area is titled 'View Contents of Folder "Learning"'. On the left, a 'Folders' sidebar shows a tree structure with 'Learning' selected. A red arrow points to the 'Learning' folder in the sidebar. The main area displays a table of content items within the 'Learning' folder.

Title	Content Type	Language	ID	Status	Date Modified	Last Editor
Homework	HTML Content	US	8589934714	O	7/7/2010 5:58:51 PM	Weiskopf, Virginia
Learning	Page Layout	US	8589934662	A	6/30/2010 2:09:09 PM	Rabin, Adam
Learning - Portal - Links	HTML Content	US	8589934663	A	7/7/2010 5:53:50 PM	Weiskopf, Virginia
Learning - Portal - News	HTML Content	US	8589934664	A	6/18/2010 3:25:02 PM	Rabin, Adam
Learning - Portal - Title	HTML Content	US	8589934665	O	7/7/2010 5:44:09 PM	Weiskopf, Virginia
Learning slideshow	Smart Form: Slideshow	US	8589934666	A	6/18/2010 3:24:19 PM	Rabin, Adam
Weekly Preschool	HTML Content	US	8589934715	A	6/23/2010 12:41:02 PM	Rabin, Adam

Then in that folder, create a HTML Content item, this will be the actual page, so title it accordingly.



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ektron CMS400.net Version: 8.01 SP1 (Build 8.0.1.087)

User: john.coburn@village... | You have 0 unread messages

Desktop **Content** Library Settings Reports Help

View Contents of Folder "Test"

Buttons: New, View, Delete, Action

Title	Content Type	Language	ID	Status	Date Modified	Last Editor
TestPage	HTML Content	English	8589934785	A	7/8/2010 11:54:57 AM	Coburn, John

Left sidebar: Folders (congetzchaim.org, About Us, Blogs, Community, Donate, Home, Learning, Adult Education, Camps, Family, Library, Religious School, Test, Shop, Sitewide, Volunteer, Worship, Shared Content), Taxonomies, Collections, Menus

Then on the bottom right, open up the MENU's bar

ektron CMS400.net Version: 8.01 SP1 (Build 8.0.1.087)

User: john.coburn@village... | You have 0 unread messages

Desktop **Content** Library Settings Reports Help

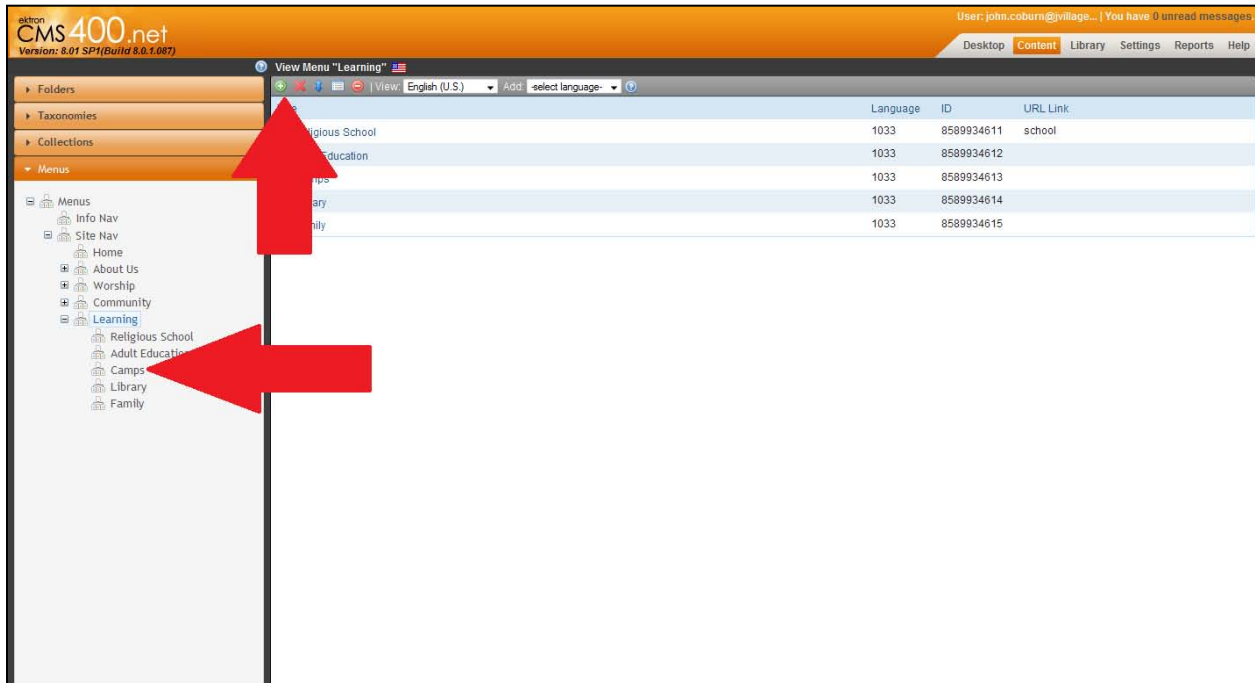
View Contents of Folder "Test"

Buttons: New, View, Delete, Action

Title	Content Type	Language	ID	Status	Date Modified	Last Editor
TestPage	HTML Content	English	8589934785	A	7/8/2010 11:54:57 AM	Coburn, John

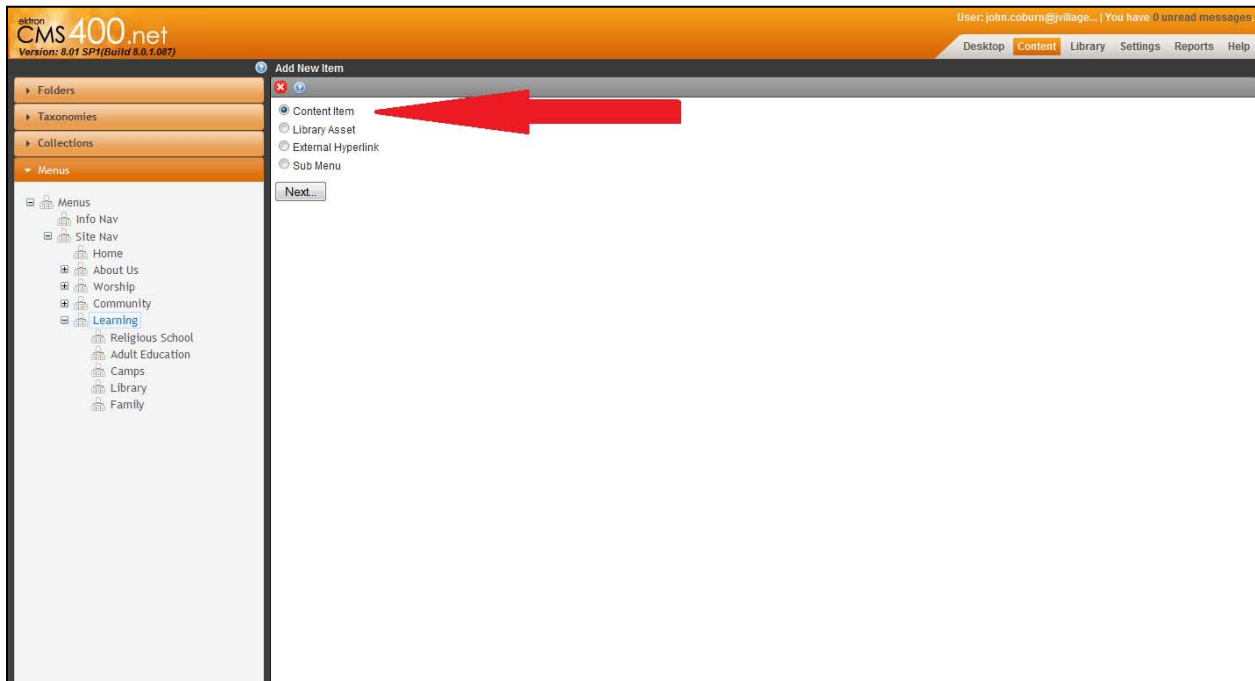
Left sidebar: Folders (congetzchaim.org, About Us, Blogs, Community, Donate, Home, Learning, Adult Education, Camps, Family, Library, Religious School, Test, Shop, Sitewide, Volunteer, Worship, Shared Content), Taxonomies, Collections, Menus

Open the hierarchy where you wish to insert the page, and select ADD ITEM



View Menu "Learning"

	Language	ID	URL Link
Religious School	1033	8589934611	school
Adult Education	1033	8589934612	
Camps	1033	8589934613	
Library	1033	8589934614	
Family	1033	8589934615	



Add New Item

- ☒ Content Item
- ☐ Library Asset
- ☐ External Hyperlink
- ☐ Sub Menu

Next...

Choose CONTENT ITEM, then link to the HTML document. After you save it should show up in your sites navigation!



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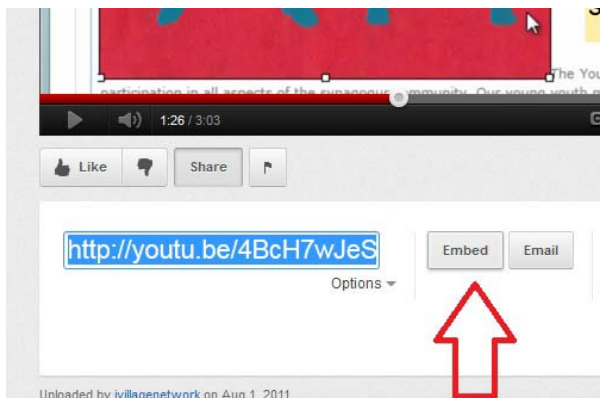
EMBEDDING VIDEO PLAYERS ON PAGES

YOUTUBE

1. Go to the video that you want to embed on the YouTube site



2. Click on the "Share" box below the video
3. Click on the "Embed" box that appears



4. Copy the embed code that YouTube generates (It will be an iframe coded that looks similar to this)

```
<iframe width="560" height="315" src="http://www.youtube.com/embed/XHUAvUC2Wxo"
frameborder="0" allowfullscreen></iframe>
```



* You can type in a custom width for the player and the iframe code will update accordingly.

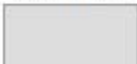
```
<iframe width="250" height="141"
src="http://www.youtube.com/embed/4BcH7wJeSBg"
frameborder="0" allowfullscreen></iframe>
```

After making your selection, copy and paste the embed code above. The code changes based on your selection.

☒ Show suggested videos when the video finishes
☐ Use HTTPS [?]
☐ Enable privacy-enhanced mode [?]
☐ Use old embed code [?]

560 × 315


640 × 360


853 × 480


1280 × 720


Custom

Width:

250


px

Height:

141


px

5. Edit the Page or Content Block you wish to add the video. Put the cursor where you want to add the video player.



Title: Directions

Content
Summary
Metadata
Alias
Schedule

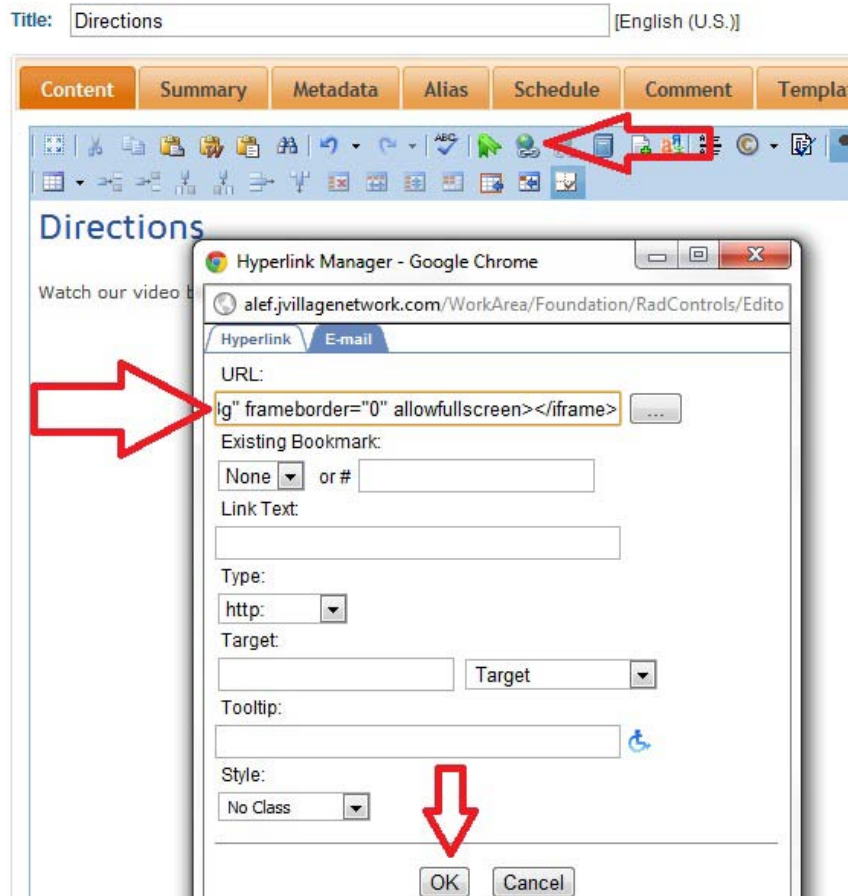


Directions

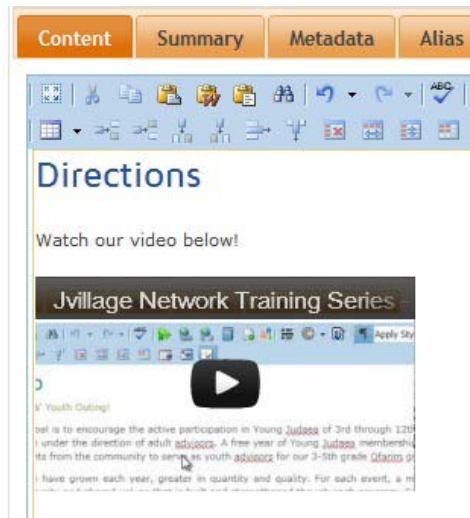
Watch our video below!

6. Click on the "Hyperlink Manager" button in the toolbar

7. Paste the entire embed code from YouTube into the URL box and click OK. It MUST be the iframe code style you see above).



8. The video player will appear where the video will reside once you publish the page.



9. You can further resize the video by editing the *object width="425"* and *height="350"* fields at both the beginning and end of the embed code. Make sure that the sizes you choose have the same ratio



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as the default numbers, so that the video doesn't get stretched - just multiply the width by 0.8235 to get the height.

10. Publish the page and the site will now have the embedded YouTube video.

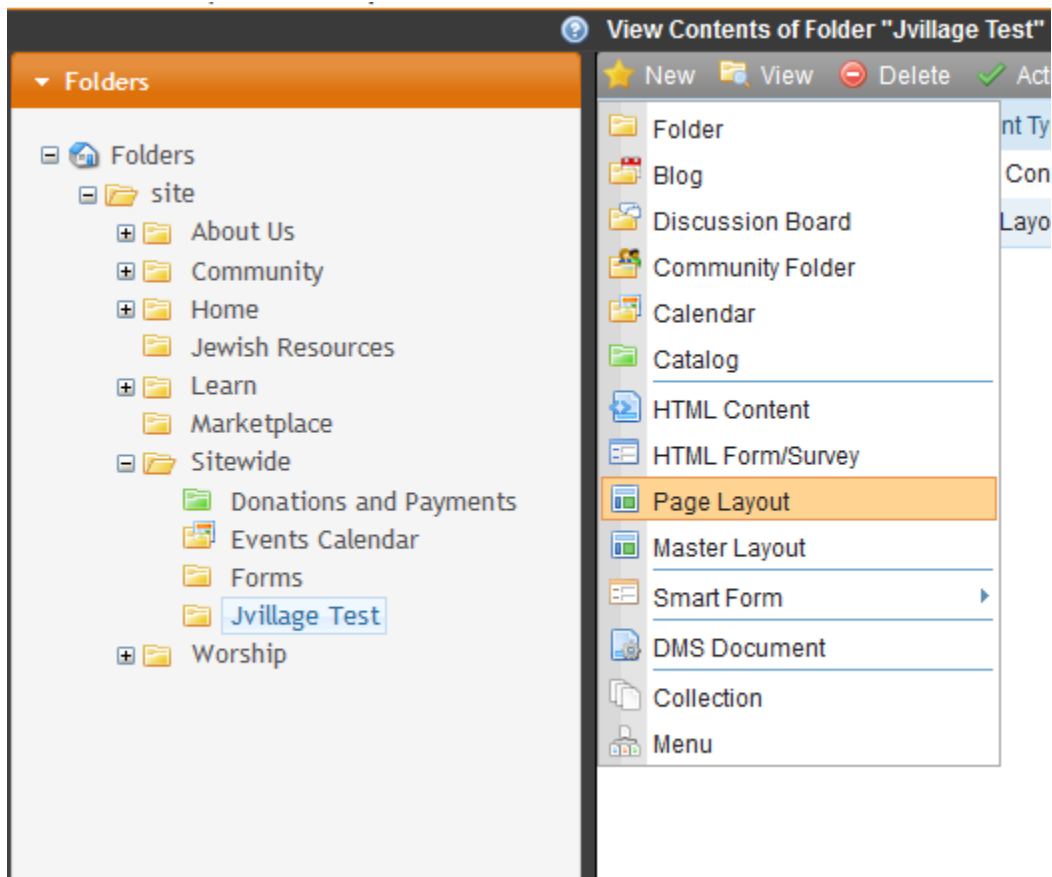


VIMEO - Vimeo has different requirements in our CMS.

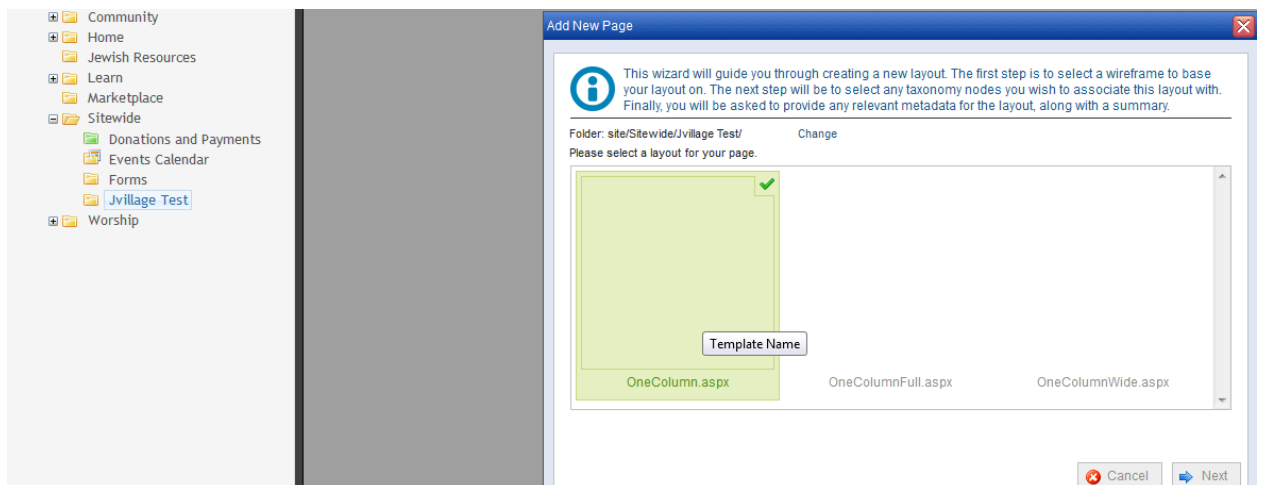
Create New Page Layout page

Goal is to create a page layout that allows you to embed a video player and drop in any content block you wish above or below the video player.


1. Login as Administrator
2. Workarea – Content – Folders
3. Locate folder into which you wish to add new page layout.



4. Select Layout and give it a Title. Manual Alias with / can be applied now as well.



Add New Page


Please enter a title for the new layout, and select the taxonomy nodes you wish to associate it with. Any applicable aliases will appear on the right.

Page Title

Page Title Video Test2

Taxonomy

There is no taxonomy associated with the destination folder.

Aliasing

Manual

☒ Use Manual Aliasing

Alias Video_Test_2.aspx

.aspx

Alias Preview: / Video_Test_2.aspx

Folder

Sitewide/Jvillage Test/Video_Test_2/

Taxonomy

There are no Taxonomy Aliasing rules associated with this folder

Back

Cancel

Next

5. Display Page for Editing

Layout
53687092287
A
1/16/2012 11:17:03 AM
Support

Add New Page

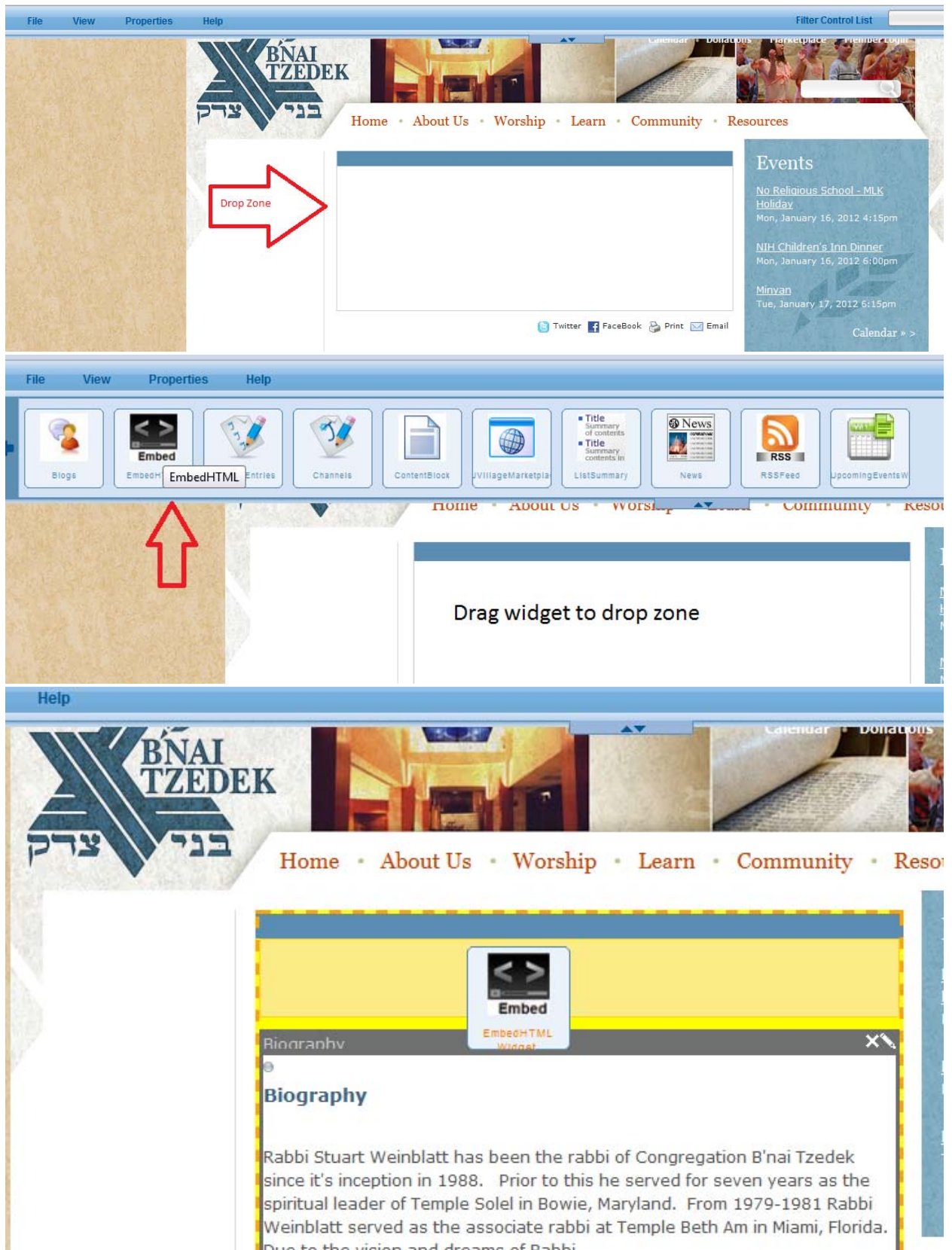
Page Creation Successful

Would you like to be redirected to the page so you can begin editing it?

Cancel

Ok

6. Edit Page by dragging Embed HTML and Content Widgets into DropZone



The image shows a three-step process for adding a widget to a website using a drag-and-drop editor.

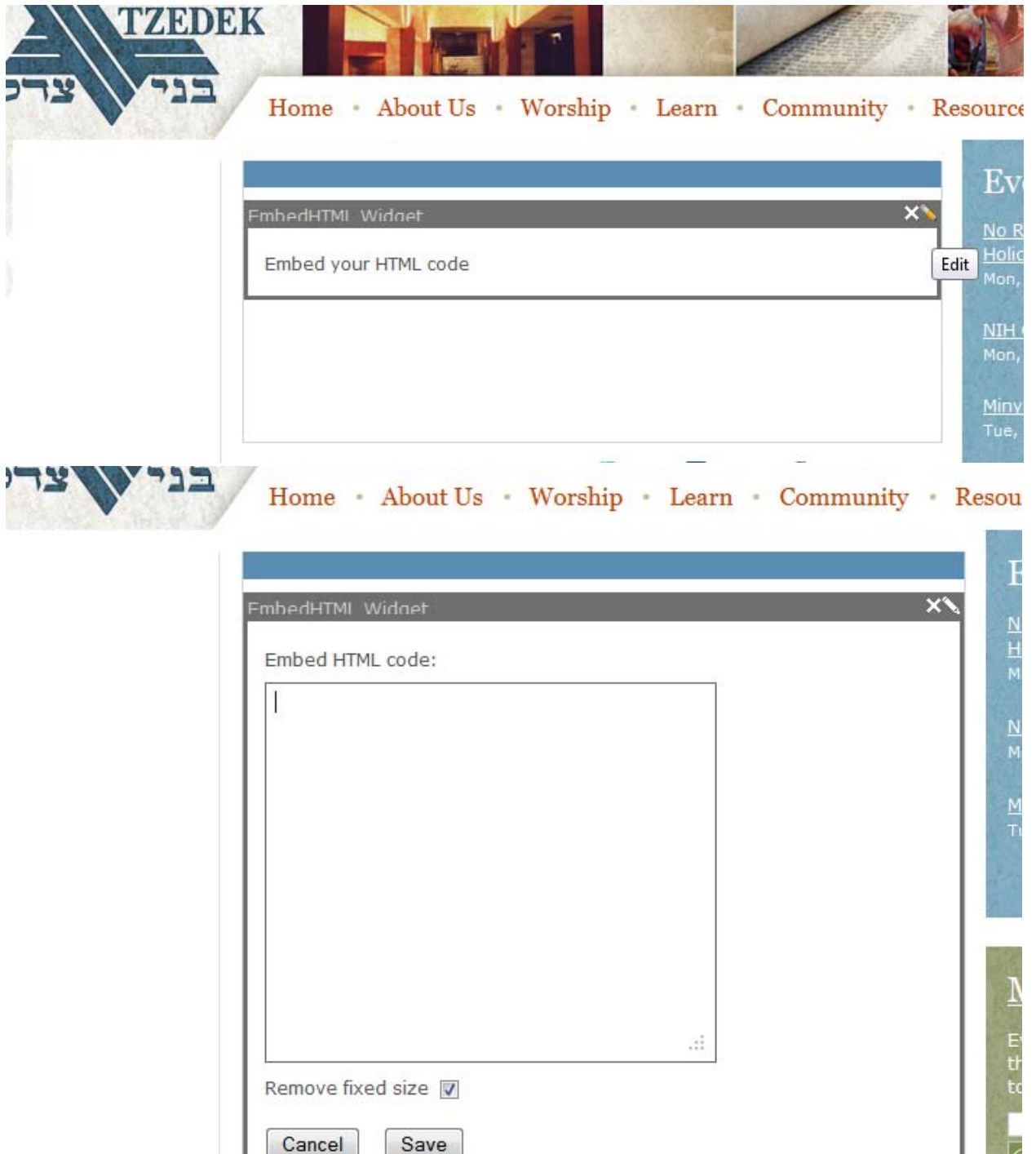
Step 1: The editor interface shows a sidebar with various widget options. A red arrow points to the **EmbedHTML** widget. The main content area has a red arrow pointing to a **Drop Zone**.

Step 2: A red arrow indicates the **EmbedHTML** widget being dragged from the sidebar towards the drop zone. The text **Drag widget to drop zone** is displayed in the main content area.

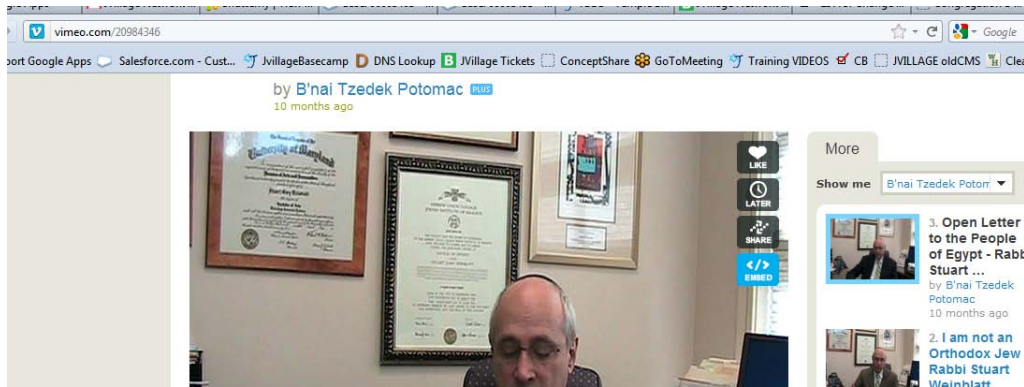
Step 3: The **EmbedHTML** widget is successfully placed into the **Biography** section of the website. The widget displays the following text:

Biography

Rabbi Stuart Weinblatt has been the rabbi of Congregation B'nai Tzedek since it's inception in 1988. Prior to this he served for seven years as the spiritual leader of Temple Solel in Bowie, Maryland. From 1979-1981 Rabbi Weinblatt served as the associate rabbi at Temple Beth Am in Miami, Florida. Due to the vision and dreams of Rabbi



7. Locate your Vimeo or YouTube Embed Code and Copy it. Both MUST use the OLD embed code, which is <object> based rather than <iframe> based. **NOTE special instructions in Step 8. below for Vimeo code.**



Embed this video

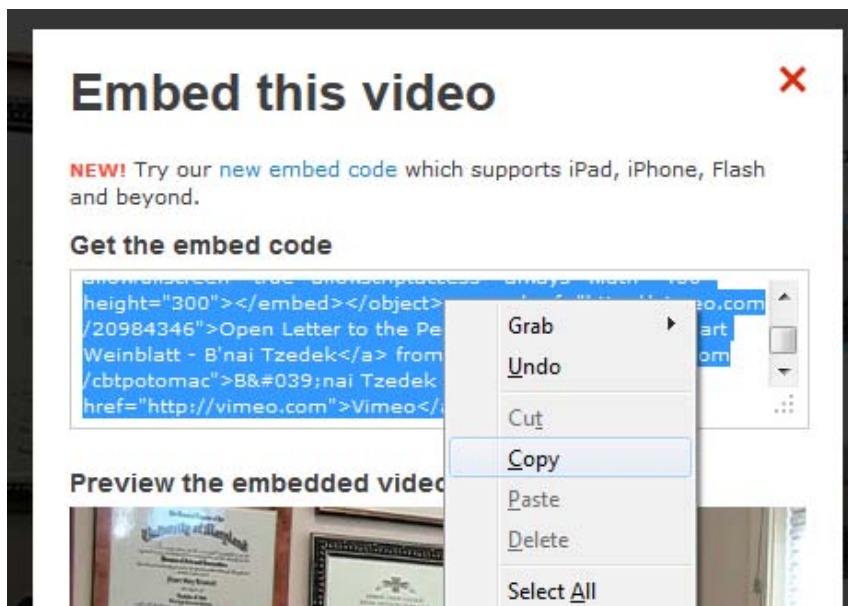


NEW! This is our new embed code which supports iPad, iPhone, Flash and beyond. Don't like change? Use the **old embed code** instead.

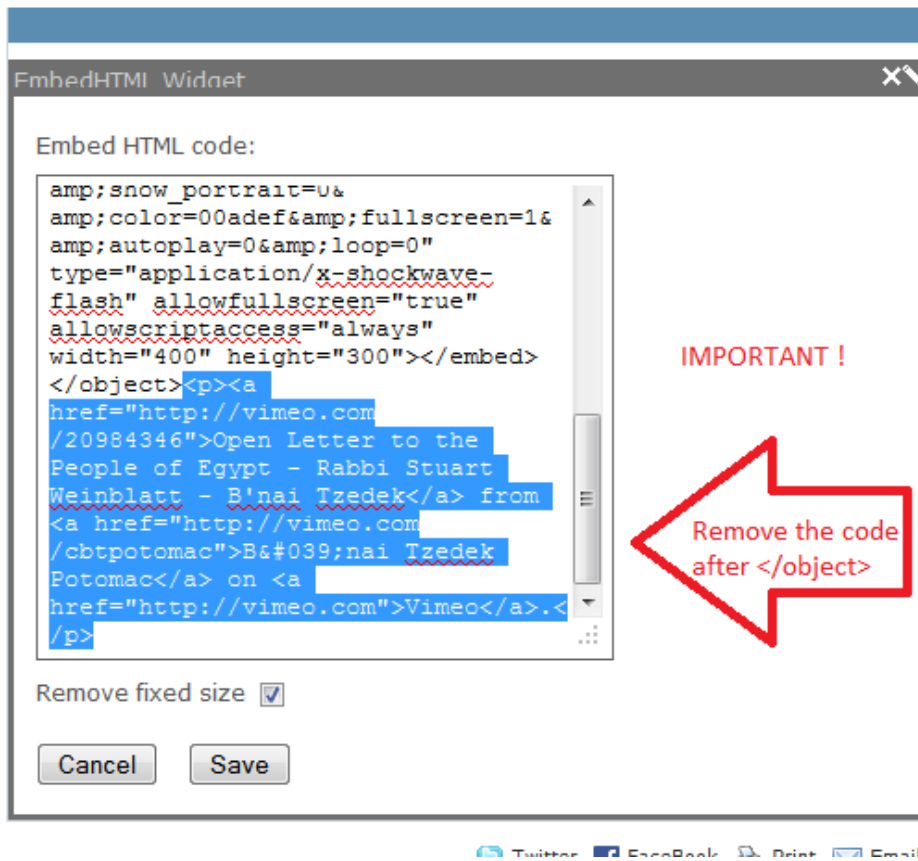
Get the embed code

```
<iframe src="http://player.vimeo.com/video/20984346?title=0&
amp;byline=0&portrait=0" width="400" height="300"
frameborder="0" webkitAllowFullScreen mozallowfullscreen
allowFullScreen></iframe><p><a href="http://vimeo.com
/20984346">Open Letter to the People of Egypt - Rabbi Stuart
Weinblatt - B'nai Tzedek Potomac</a></p></pre>

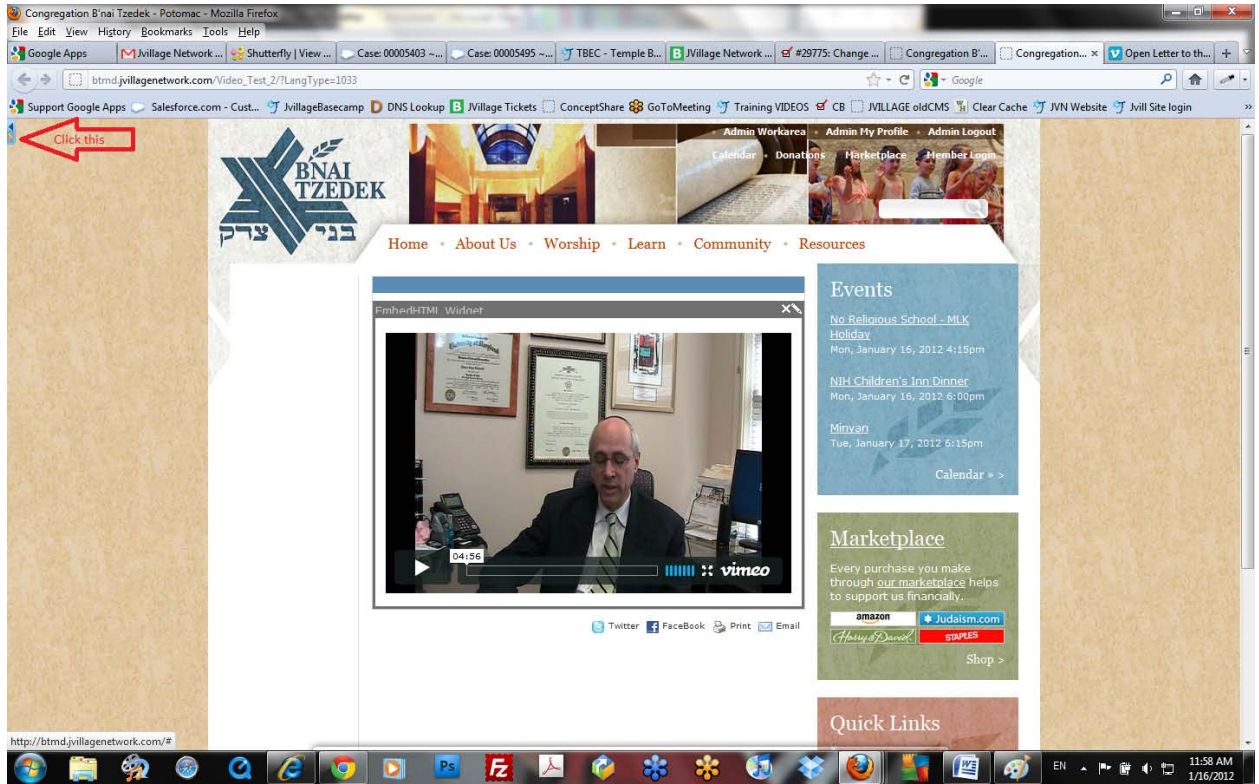
```



8. Paste the Code into the Embed HTML Widget. FOR VIMEO CODE ONLY – be sure to remove all the code after the `</object>` line of code. Vimeo tries to include extra code that the CMS system will not accept.

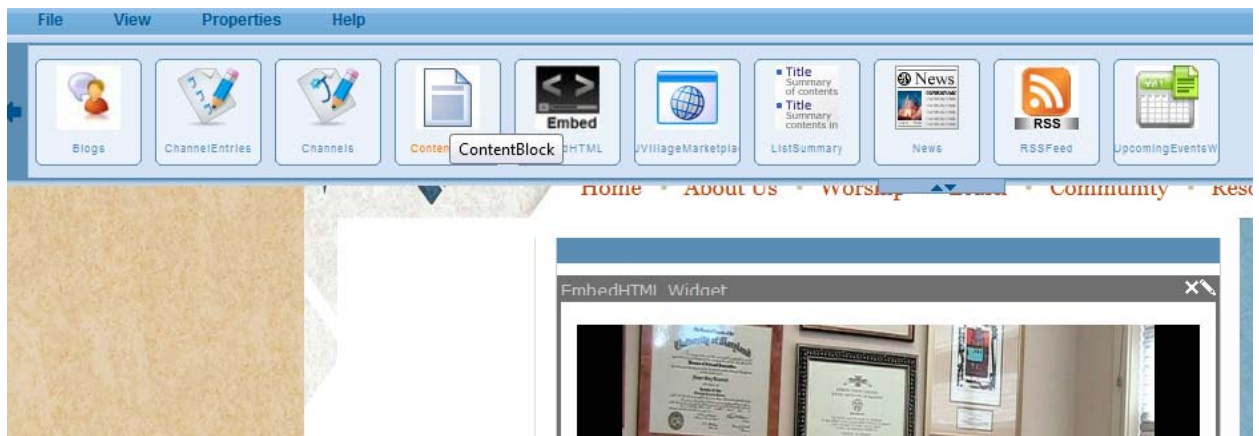


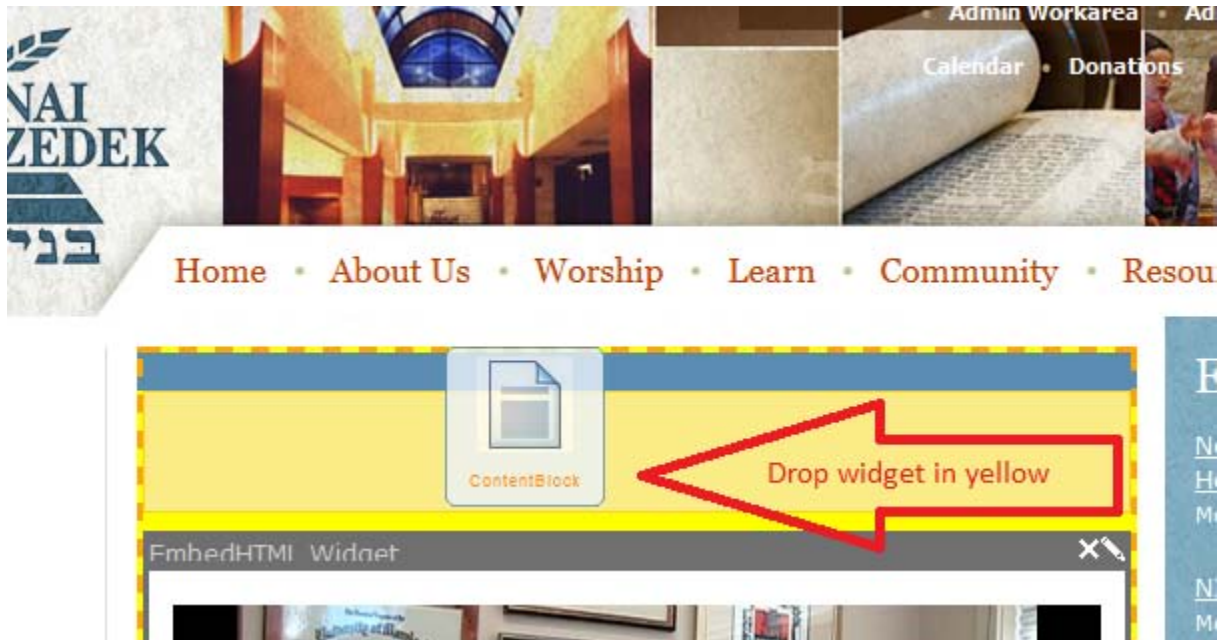
Leave the "Remove Fixed size" box checked.



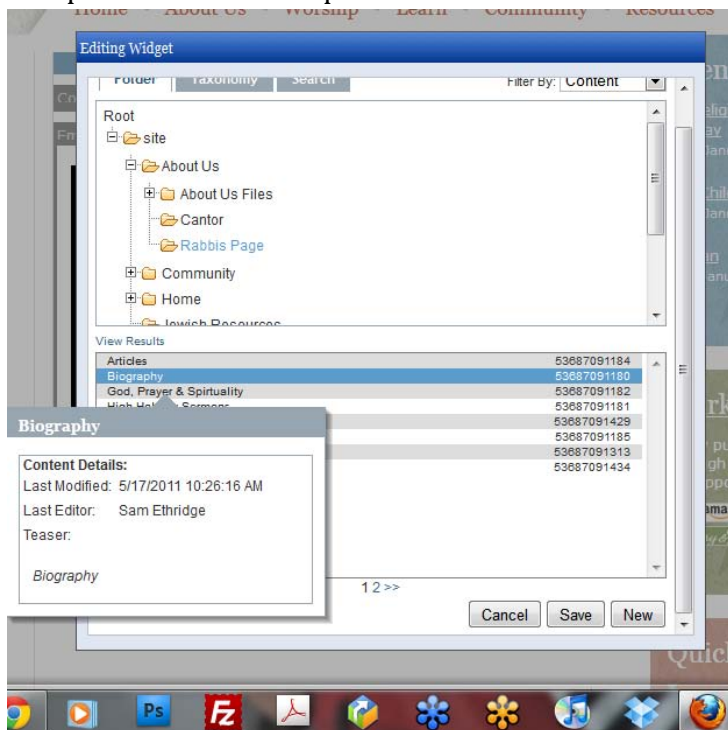
Adding other Content Blocks to Page

9. Save the Embed HTML Widget, then Click the Blue arrow button in the Upper Left Corner of the Browser window – to reveal the Page Layout menu bar. Now you can Select the ContentBlock Widget to drop in other content onto the page.

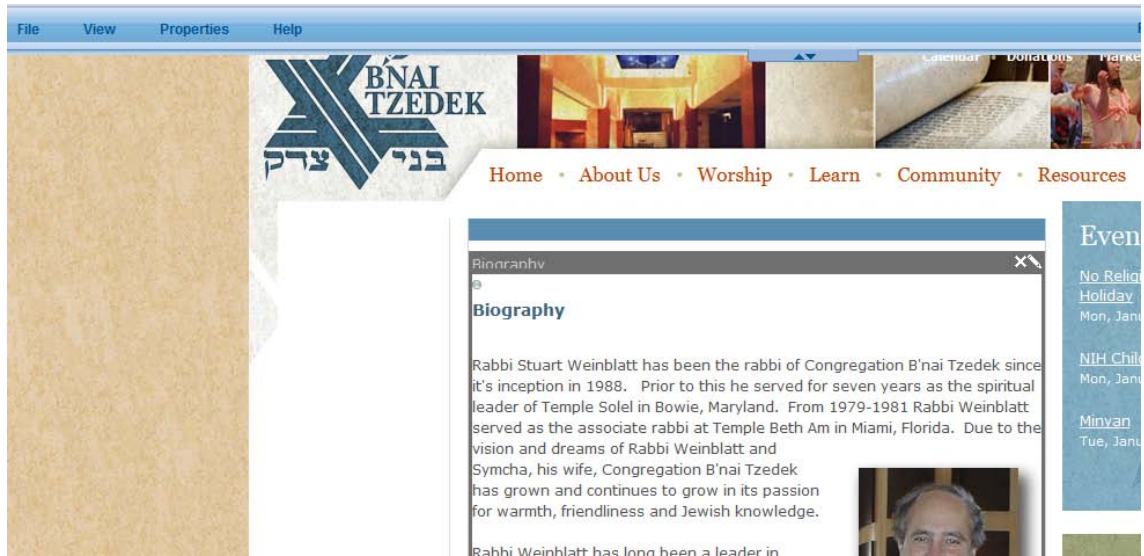




10. Navigate through the Folder tree to locate the content block you wish to add or create a New piece of content in a particular folder.



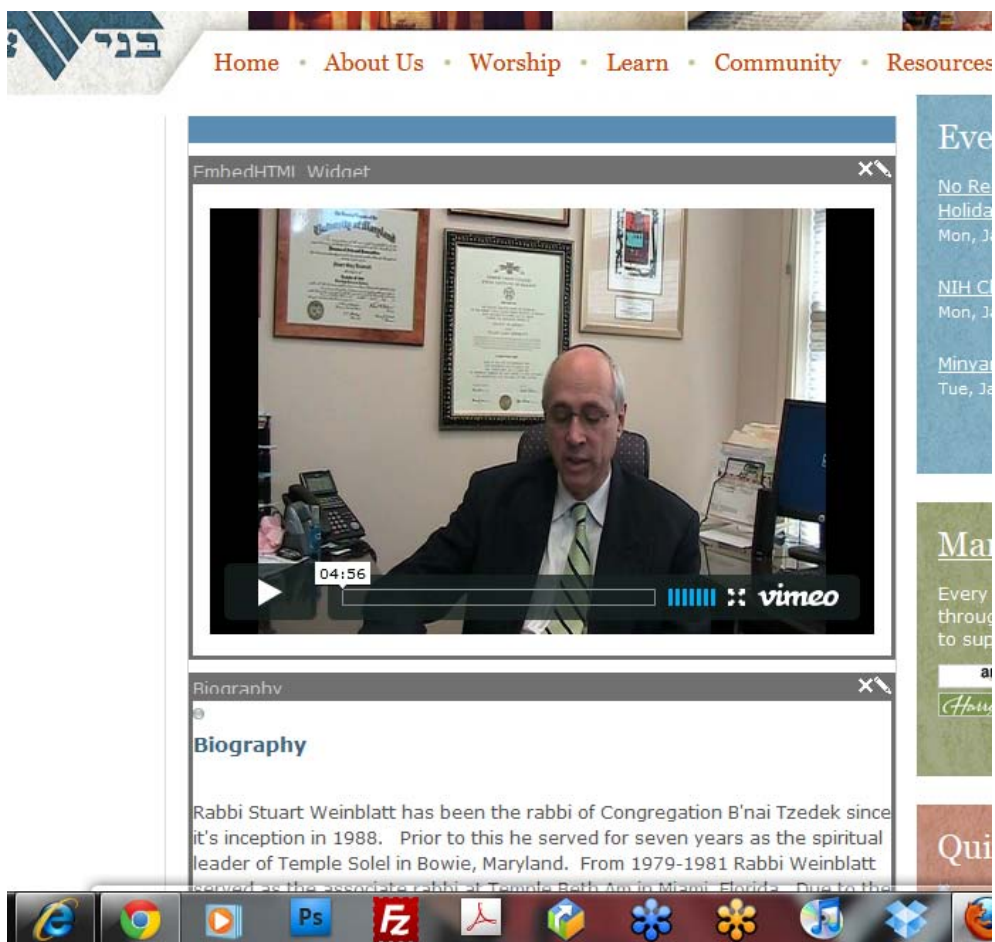
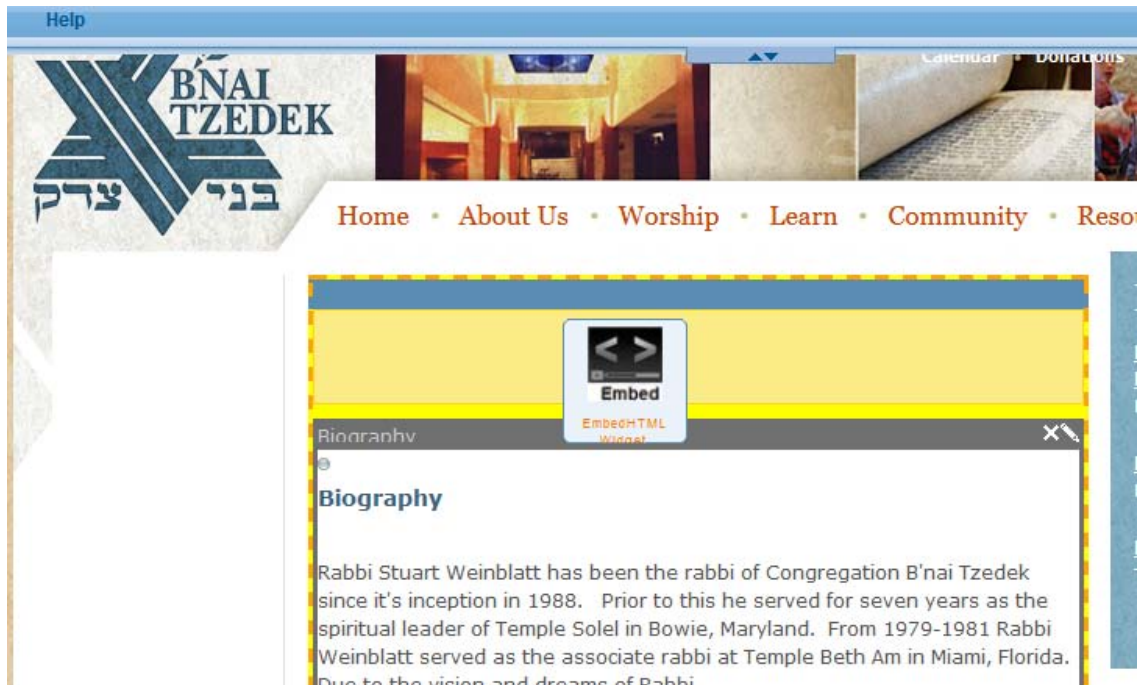
Top of that Page....

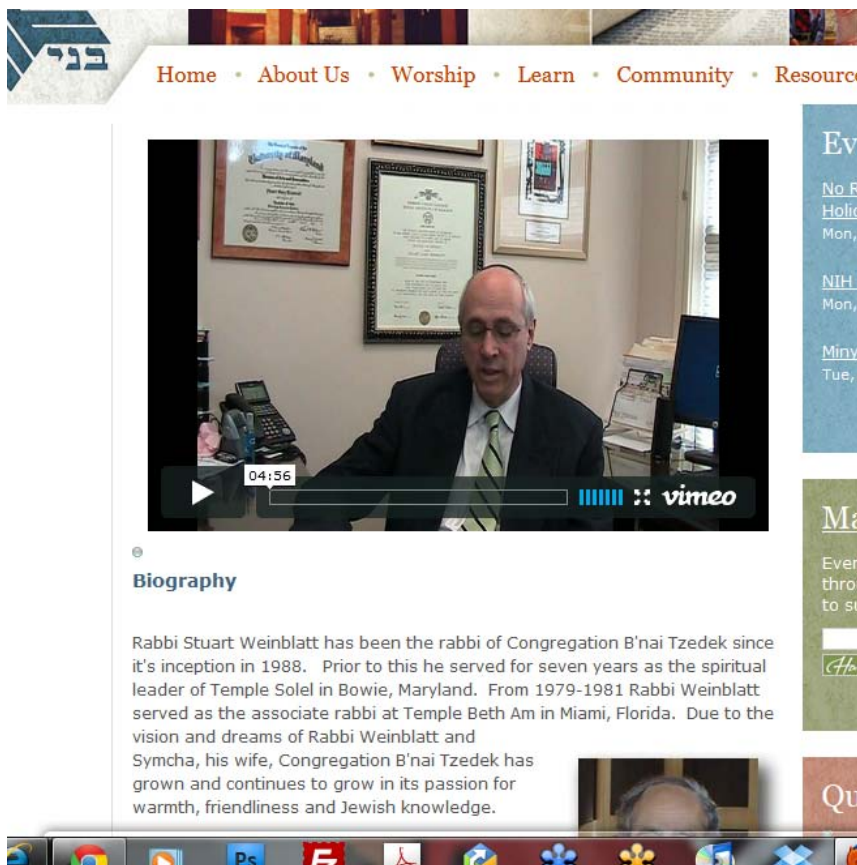
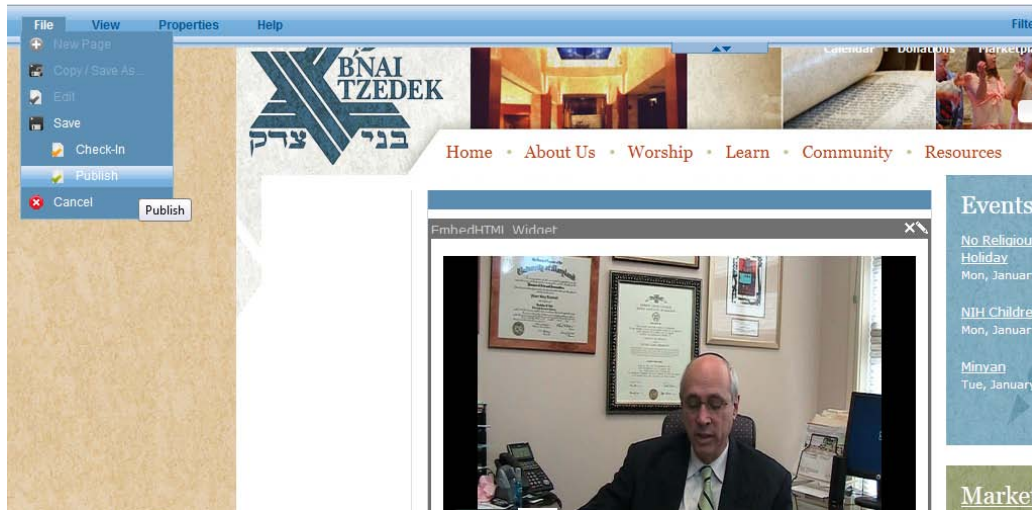


Bottom of that page



11. Re-order the items on the page by dragging their widgets and dropping into the Yellow drop zone area.



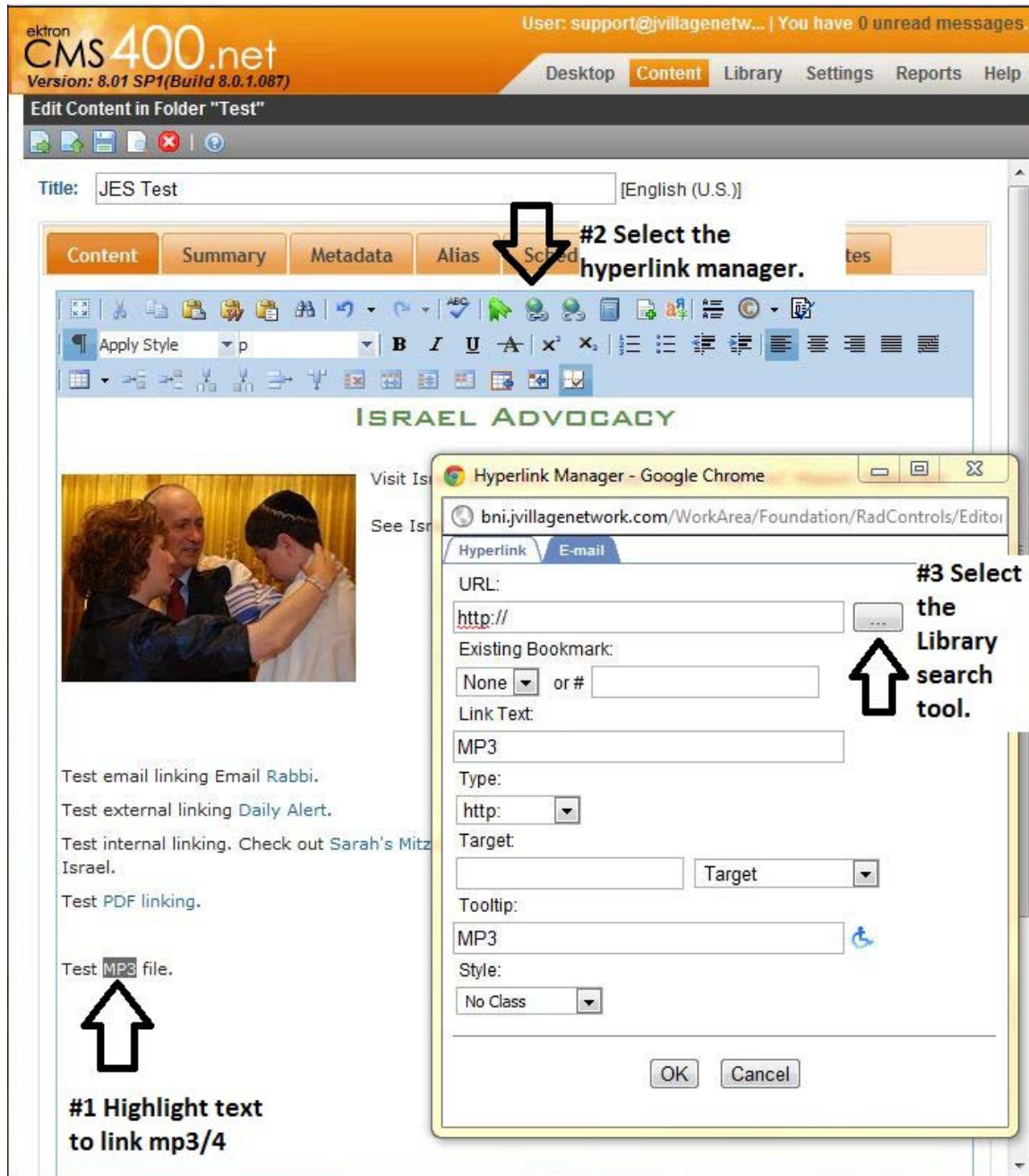


Now you can add this Page Layout page into the Navigation Menu as you see fit. See page 60 below and [Videos #12 and #13](#)

UPLOADING AUDIO MP3 FILES TO PAGES

*** See Below for Enhanced player options**

1. Login to Workarea and open to edit the page you want to upload mp3/mp4 files to. Highlight the text you want to link an mp3/mp4 file to, and select the Hyperlink Manager tool; the hyperlink manager window will pop-up. Then click on the Library browse tool.



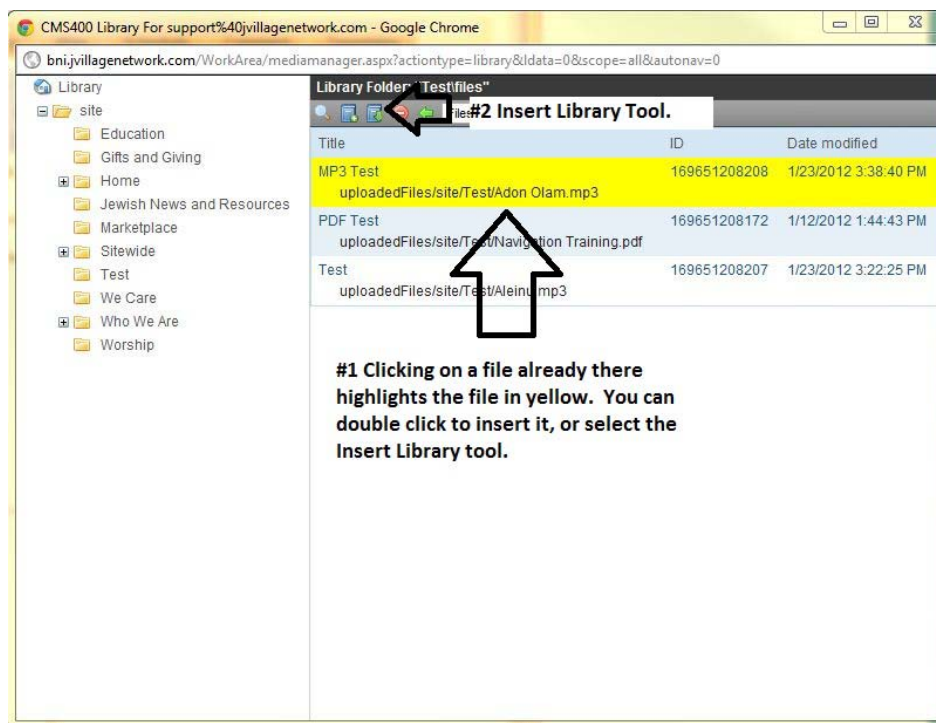
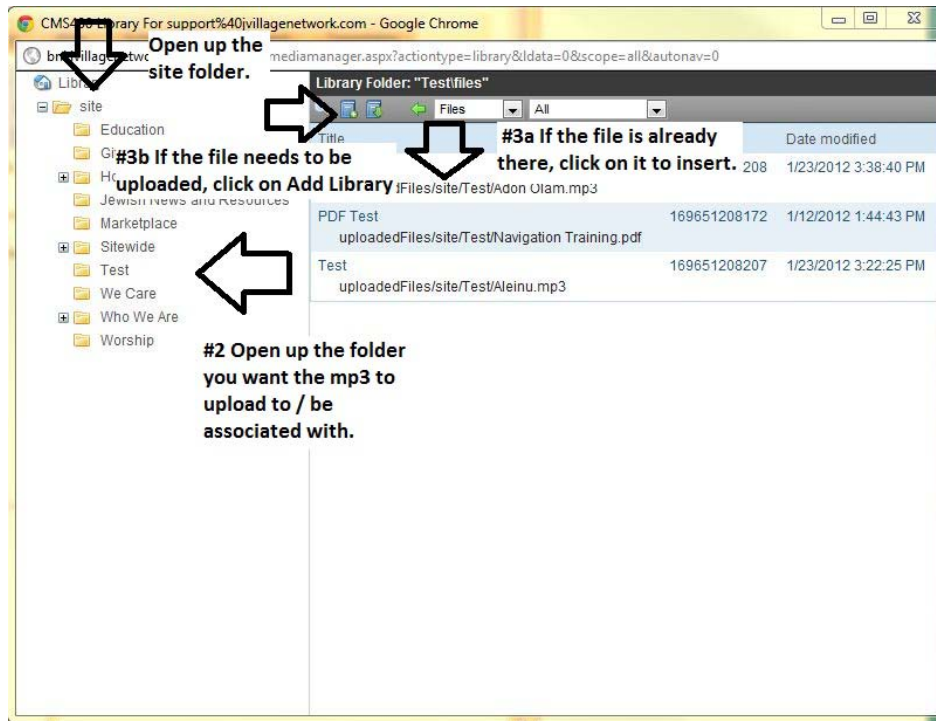
#1 Highlight text to link mp3/4

#2 Select the hyperlink manager.

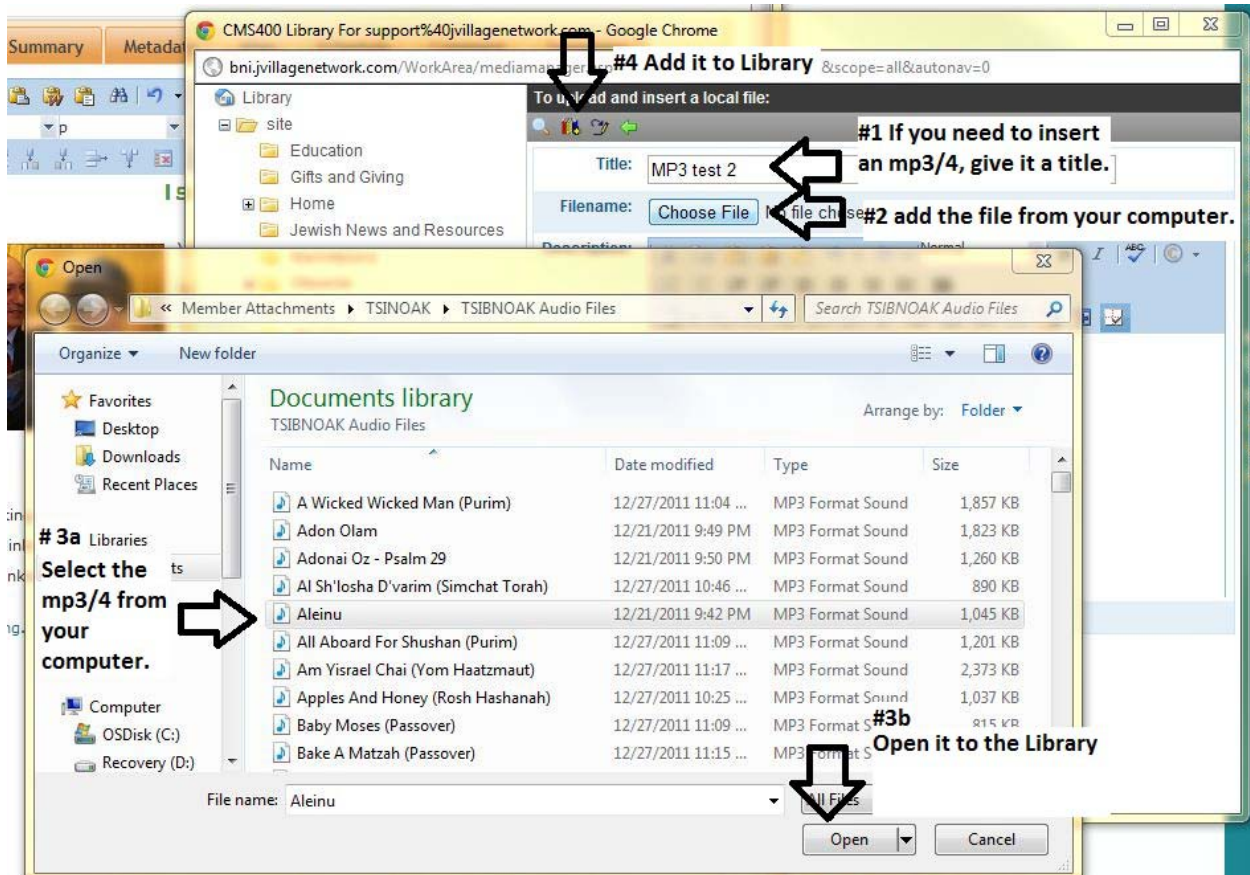
#3 Select the Library search tool.

Test email linking Email Rabbi.
 Test external linking Daily Alert.
 Test internal linking. Check out Sarah's Mitz Israel.
 Test PDF linking.
 Test MP3 file.

2. The Library window will pop-up. Open the folder where you want to upload the mp3 file. If the file is already uploaded to the Library, you can insert the file directly:



3. If the file is not there, you need to upload the file first, and the file will upload and insert at the same time:



The screenshot shows a web browser window with the URL bni.jvillagenetwork.com/WorkArea/mediamanager.jsp. The browser displays a "Library" page with a sidebar showing a folder structure: "site" > "Education" > "Gifts and Giving" > "Home" > "Jewish News and Resources". The main content area shows a "To upload and insert a local file:" dialog box with the following fields:

- Title: MP3 test 2
- Filename: Choose File

Arrows point to these fields with the following annotations:

- #4 Add it to Library (points to the "Choose File" button)
- #1 If you need to insert an mp3/4, give it a title. (points to the "Title" field)
- #2 add the file from your computer. (points to the "Choose File" button)

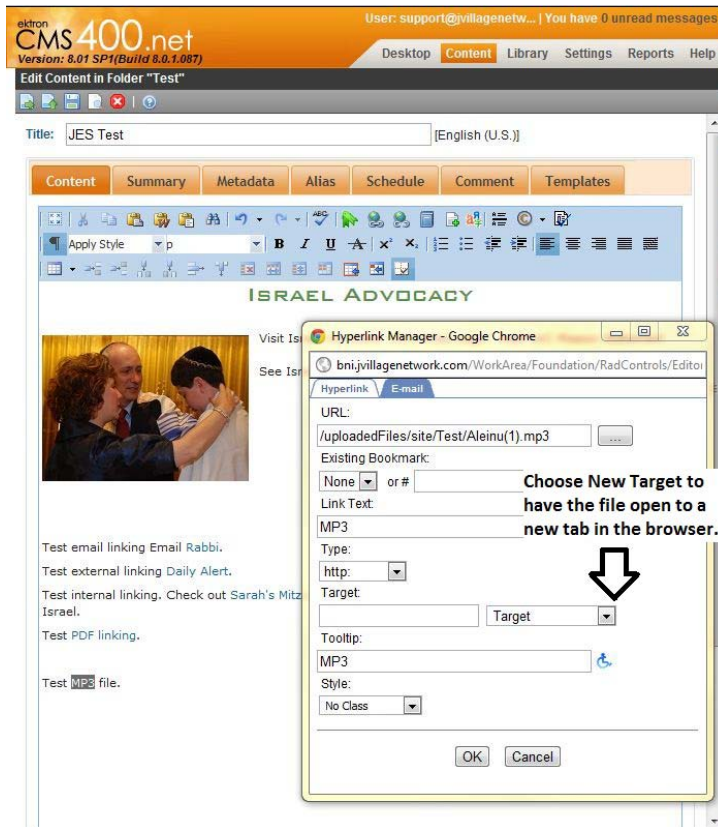
Below the browser window, a Windows Explorer window is open, showing the "Documents library" for "TSIBNOAK Audio Files". The "File name" field contains "Aleinu". The "File name" field is highlighted with an arrow pointing to it with the annotation: #3a Libraries Select the mp3/4 from your computer.

The "Documents library" window shows a list of files with the following columns: Name, Date modified, Type, and Size. The files listed are:

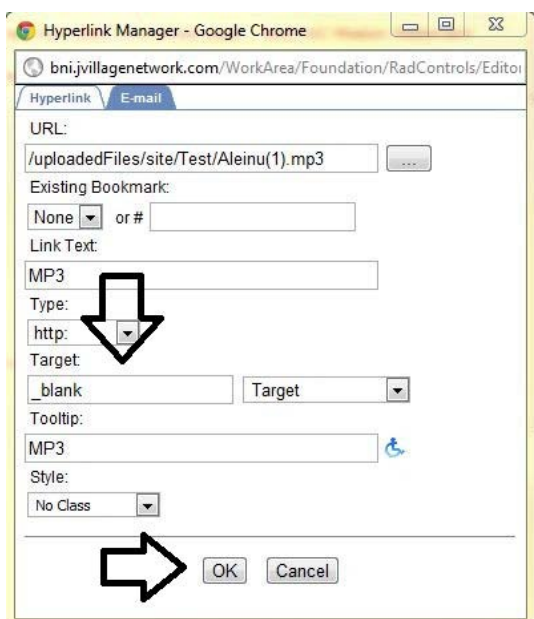
Name	Date modified	Type	Size
A Wicked Wicked Man (Purim)	12/27/2011 11:04 ...	MP3 Format Sound	1,857 KB
Adon Olam	12/21/2011 9:49 PM	MP3 Format Sound	1,823 KB
Adonai Oz - Psalm 29	12/21/2011 9:50 PM	MP3 Format Sound	1,260 KB
Al Sh'losha D'varim (Simchat Torah)	12/27/2011 10:46 ...	MP3 Format Sound	890 KB
Aleinu	12/21/2011 9:42 PM	MP3 Format Sound	1,045 KB
All Aboard For Shushan (Purim)	12/27/2011 11:09 ...	MP3 Format Sound	1,201 KB
Am Yisrael Chai (Yom Haatzmaut)	12/27/2011 11:17 ...	MP3 Format Sound	2,373 KB
Apples And Honey (Rosh Hashanah)	12/27/2011 10:25 ...	MP3 Format Sound	1,037 KB
Baby Moses (Passover)	12/27/2011 11:09 ...	MP3 Format Sound	915 KB
Bake A Matzah (Passover)	12/27/2011 11:15 ...	MP3 Format Sound	915 KB

An arrow points from the "Aleinu" file to the "Open" button in the "Documents library" window, with the annotation: #3b Open it to the Library.

4. Once the mp3 file is uploaded in the Library, choose a New Target Window to open when the file is clicked on, so that a visitor does not have to back browse to the page the file is on.



The New Target window option is in the Target dropdown menu, and the Target text field will change to “_blank” once you’ve chosen the New Window target. Click “OK.”



bni.jvillagenetwork.com/WorkArea/workarea.aspx?LangType=1033

ektron
CMS400.net
Version: 8.01 SP1(Build 8.0.1.087)

User: support@jvillagenetw... | You have 0 unread messages.

Desktop **Content** Library Settings Reports Help


Edit Content in Folder "Test"

Title: JES Test [English (U.S.)]

Content Summary Metadata Alias Schedule Comment Templates

Apply Style p **B** *I* U ~~A~~ x² x₂ | [List Icons]

ISRAEL ADVOCACY

 Visit Israel Advocacy Committee page - read IAC Mission Statement

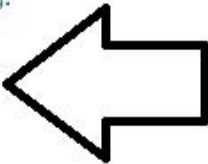
See Israel Advocacy Committee Meetings Calendar 2010/2011 here


Test email linking Email Rabbi.

Test external linking [Daily Alert](#).

Test internal linking. Check out Sarah's Mitzvah Project concerning Israel.

Test PDF linking.

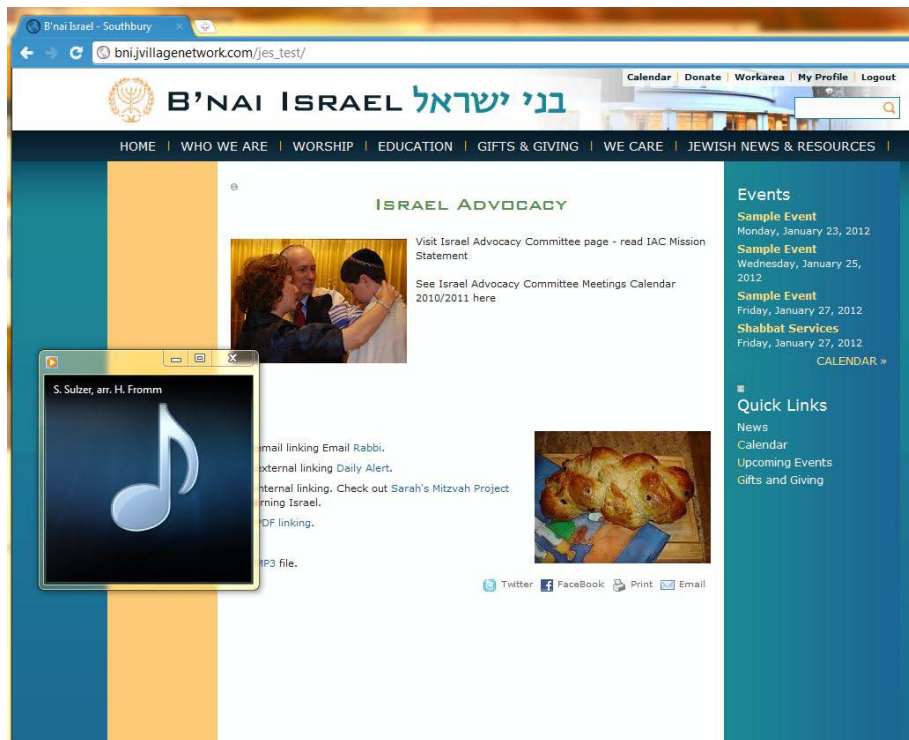
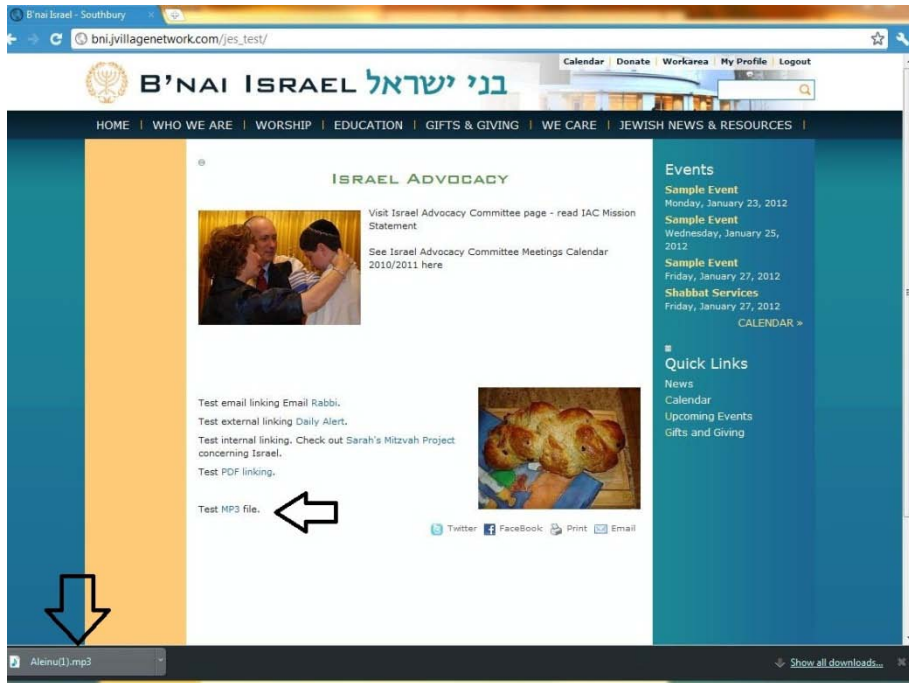
Test MP3 file. 





v 2

6. The Preview or Published view will have a working link; click on the link and your browser will either download the file, or your browser will open up a default audio player.

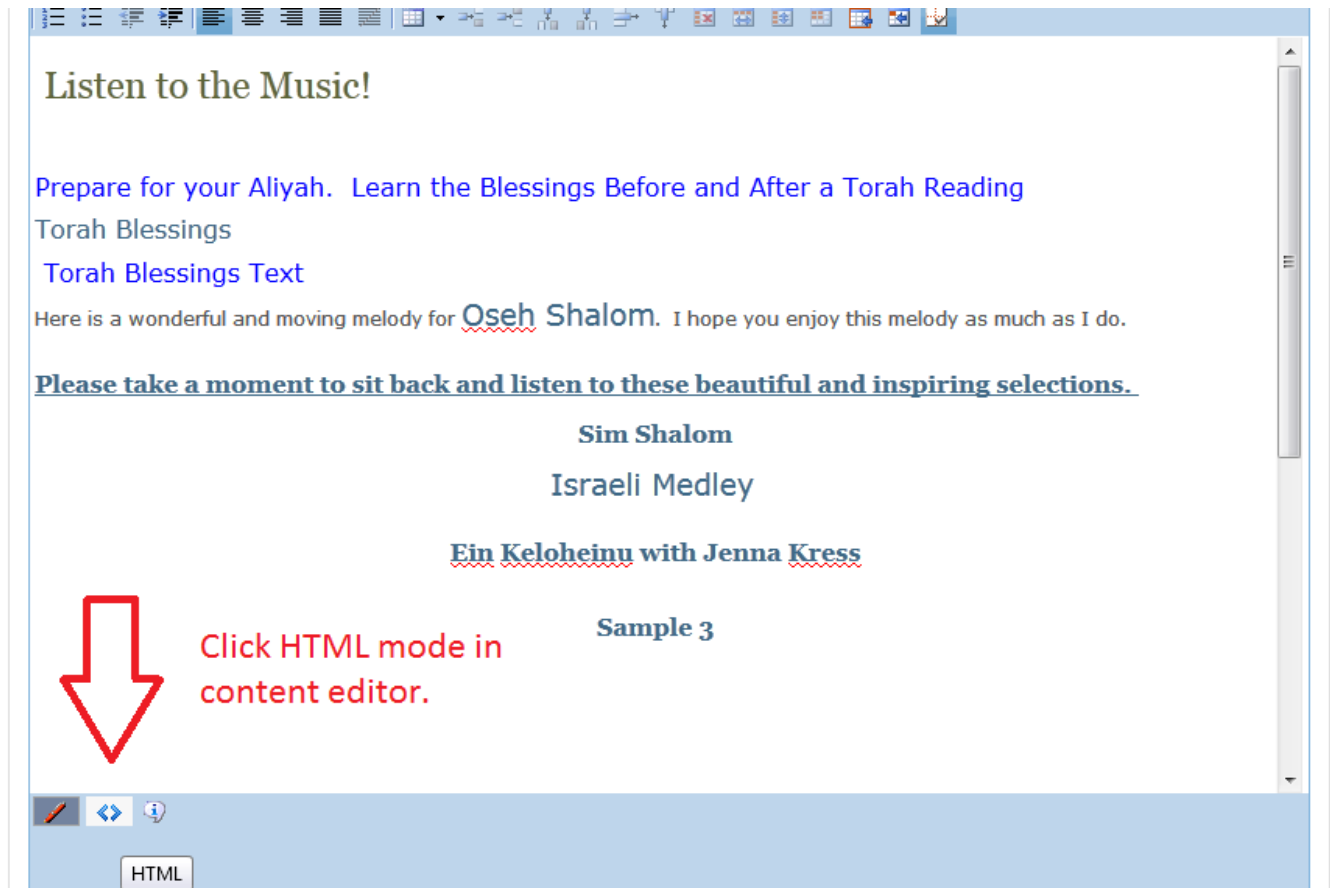


7. Enhanced MP3 file playback

Embed a Yahoo playlist audio player on your webpages. And enhance the user experience.

- Add MP3 files to a webpage as indicated above.
- Edit page and click HTML mode <> to add player code

```
<script type="text/javascript" src="http://webplayer.yahooapis.com/player.js"></script>
```



Listen to the Music!

Prepare for your Aliyah. Learn the Blessings Before and After a Torah Reading

Torah Blessings

[Torah Blessings Text](#)

Here is a wonderful and moving melody for Oseh Shalom. I hope you enjoy this melody as much as I do.

Please take a moment to sit back and listen to these beautiful and inspiring selections.

Sim Shalom

Israeli Medley

Ein Keloheinu with Jenna Kress

Sample 3

Click HTML mode in content editor.

HTML



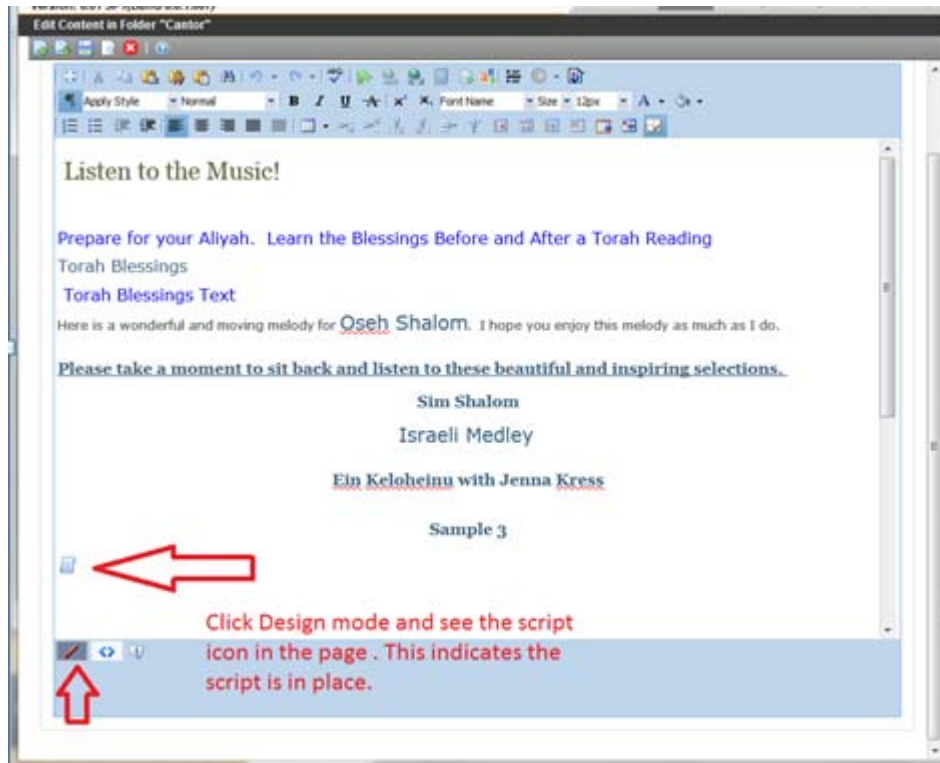
v 2

contentUsability p

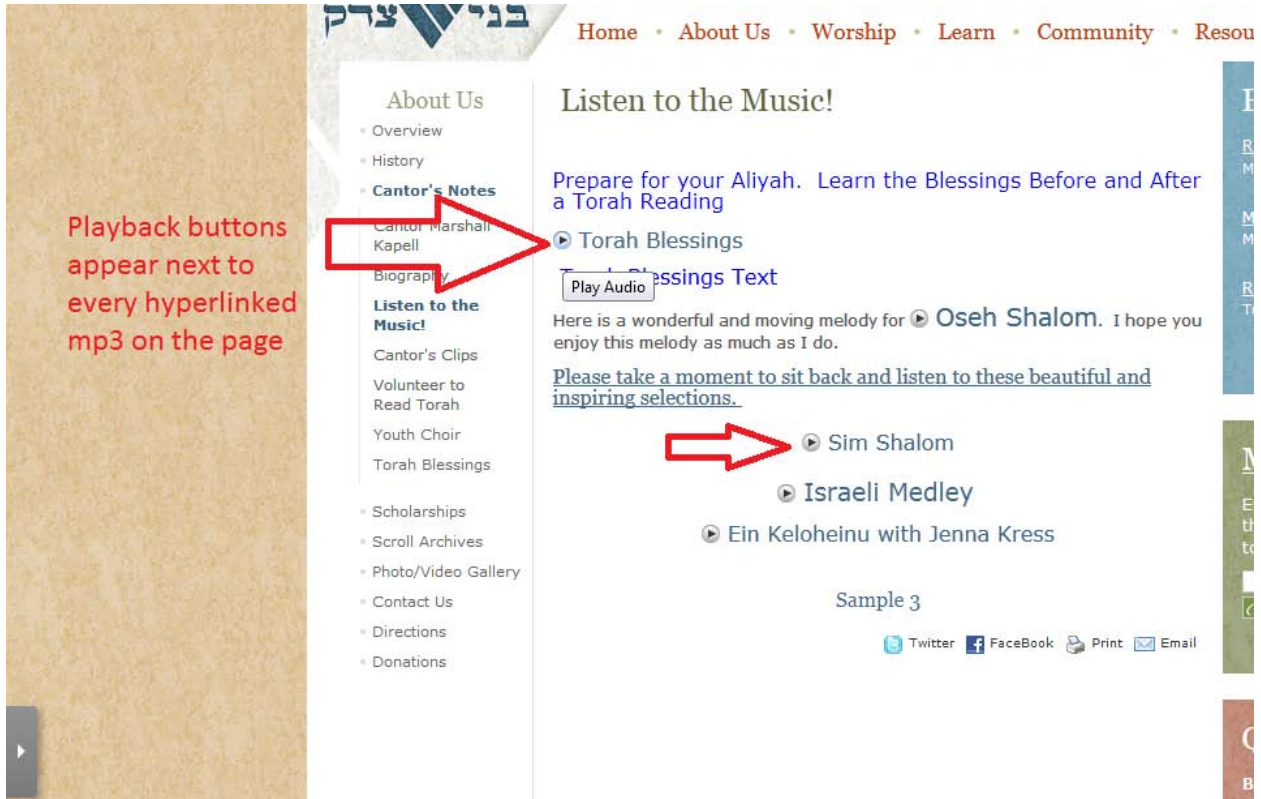
Font Name Size 12px

```
<h1>Listen to the Music!</h1>
<p>
<p align="left"><font style="font-size: 12pt;"><font color="#0000ff" style="font-size: 12pt;">Prepare for your Aliyah. Learn the
Blessings Before and After a Torah Reading</font></font>
<p align="left"><font style="font-size: 12pt;"><font color="#0000ff" style="font-size: 12pt;"><a title="Torah Blessings" href="/uploadedFiles
/site/About_Us/Cantor/Torah_Blessing.mp3" target="_blank"> Torah Blessings</a></font></font>
<p align="left"><font style="font-size: 12pt;"><font color="#0000ff" style="font-size: 12pt;"><a title="Torah Text" href="/uploadedFiles/site/About_Us
/Cantor/Aliyah.pdf" target="_blank"><font color="#0000ff" style="font-size: 12pt;"> Torah Blessings Text</font></a>
<p align="left">Here is a wonderful and moving melody for <a title="Qoseh Shalom" href="/uploadedFiles/site/About_Us/Cantor/Qoseh
Shalom by Michael Qchs.mp3" target="_blank"><font style="font-size: 14pt;">Qoseh Shalom</font></a>. I hope you enjoy this
melody as much as I do.
<h3 align="left"><u>Please take a moment to sit back and listen to these beautiful and inspiring selections.</u>
<h3 align="center"><a title="Sim Shalom" href="http://www.bnaitzedek.org/uploads/12790Sim_Shalom.mp3" target="_blank">Sim
Shalom</a>
<p align="center"><a title="Israeli Medley" href="/uploadedFiles/site/About_Us/Cantor/16088Israel_Medley.mp3"><font style="font-size:
14pt;">Israeli Medley</font></a>
<h3 align="center"><a title="Ein Keloheinu with Jenna Kress" href="http://www.bnaitzedek.org/uploads/12790Ein_Keloheinu.mp3"
target="_blank">Ein Keloheinu with Jenna Kress</a>
<h3 align="center"><br />Sample 3</h3>
<script type="text/javascript" src="http://webplayer.yahooapis.com/player.js"></script>
```

Copy and paste this specific code line into the bottom of the page code listed. Make sure it is on its own line of code.



c. Publish or Preview the Page to see player in action!



Home • About Us • Worship • Learn • Community • Resou

Listen to the Music!

Prepare for your Aliyah. Learn the Blessings Before and After a Torah Reading

▶ Torah Blessings

▶ [Torah Blessings Text](#)

Here is a wonderful and moving melody for ▶ Oseh Shalom. I hope you enjoy this melody as much as I do.

Please take a moment to sit back and listen to these beautiful and inspiring selections.

▶ Sim Shalom

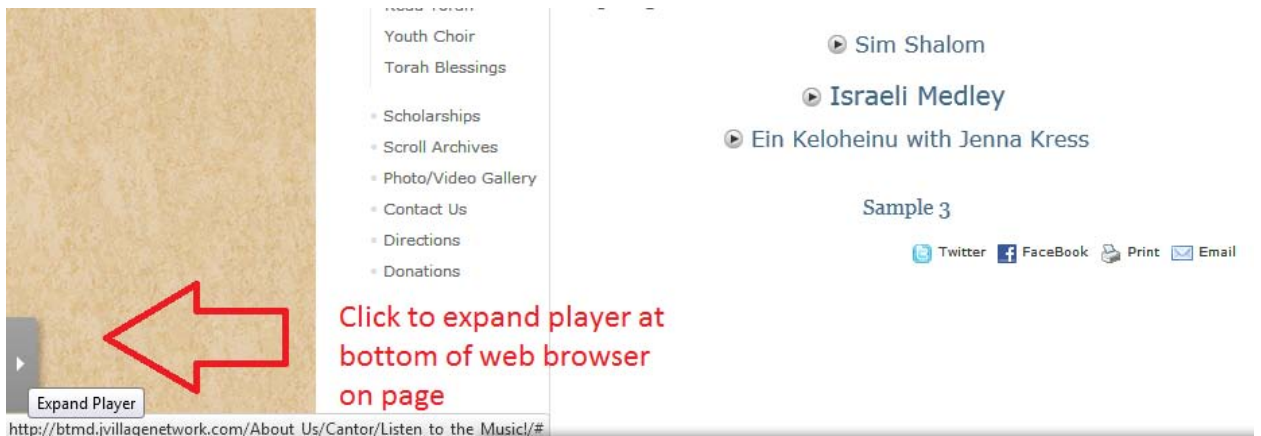
▶ Israeli Medley

▶ Ein Keloheinu with Jenna Kress

Sample 3

Twitter Facebook Print Email

Playback buttons appear next to every hyperlinked mp3 on the page



▶ Sim Shalom

▶ Israeli Medley

▶ Ein Keloheinu with Jenna Kress

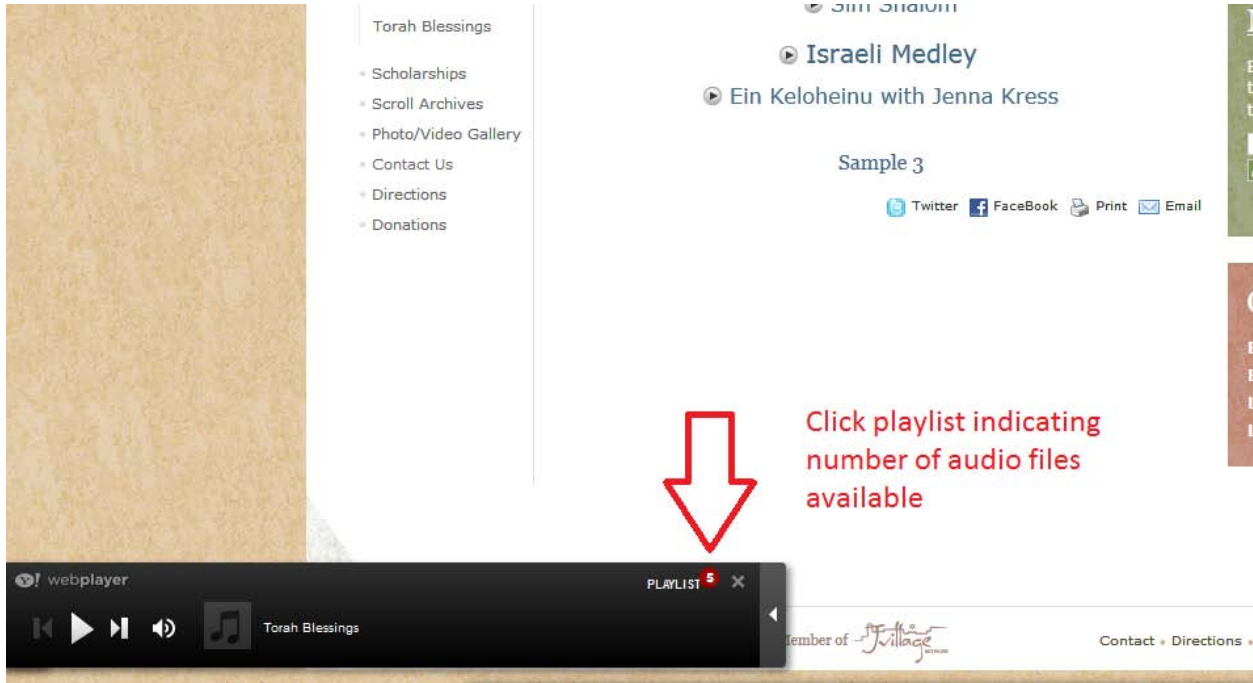
Sample 3

Twitter Facebook Print Email

Click to expand player at bottom of web browser on page

Expand Player

<http://btmd.jvillagenetwork.com/About Us/Cantor/Listen to the Music/#>



Torah Blessings

- Scholarships
- Scroll Archives
- Photo/Video Gallery
- Contact Us
- Directions
- Donations

Sim Shalom

Israeli Medley

Ein Keloheinu with Jenna Kress

Sample 3

Twitter Facebook Print Email

Click playlist indicating number of audio files available

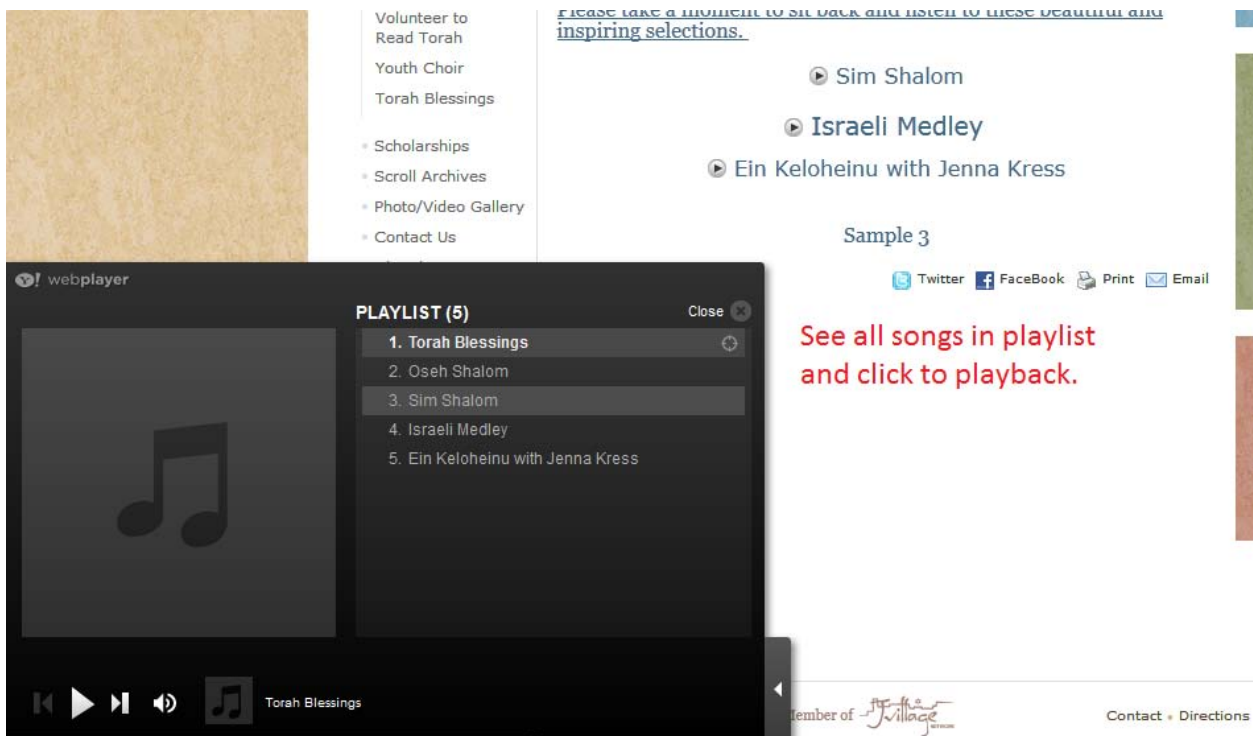
webplayer

PLAYLIST 5

Torah Blessings

member of The Village Network

Contact • Directions



Volunteer to Read Torah

Youth Choir

Torah Blessings

- Scholarships
- Scroll Archives
- Photo/Video Gallery
- Contact Us

PLEASE TAKE A MOMENT TO SIT BACK AND LISTEN TO THESE BEAUTIFUL AND inspiring selections.

Sim Shalom

Israeli Medley

Ein Keloheinu with Jenna Kress

Sample 3

Twitter Facebook Print Email

See all songs in playlist and click to playback.

webplayer

PLAYLIST (5)

Close

- Torah Blessings
- Oseh Shalom
- Sim Shalom
- Israeli Medley
- Ein Keloheinu with Jenna Kress

Torah Blessings

member of The Village Network

Contact • Directions

This Playlist Player can be closed and still allow you to play the audio directly from the little playback buttons that appear next to each MP3 file link.



NAVIGATION

So how do you set up your content in your folders so that it mirrors your navigation and will make everything easy to find? Here are your rules of thumb.

1. Each main navigation item (the ones appearing on the main navigation bar on your homepage) should have their OWN folders.
2. INSIDE each of those folders there should be another folder for images for that navigation item.
3. For subpages, for that navigation item, only make subfolders if there are one or more items under that sub navigation item.

For example, let's say we needed to lay out the following information structure.

Main navigation	Sub Nav	Sub Sub Nav
About us	Who we are	
School	Math Class	Over view
		Grade One
		Grade Two
		Grade Three
Social Action	Clean Up teams	Red Team
		Green Team

You can also view [Videos #12 and #13](#) on our Training Video page.



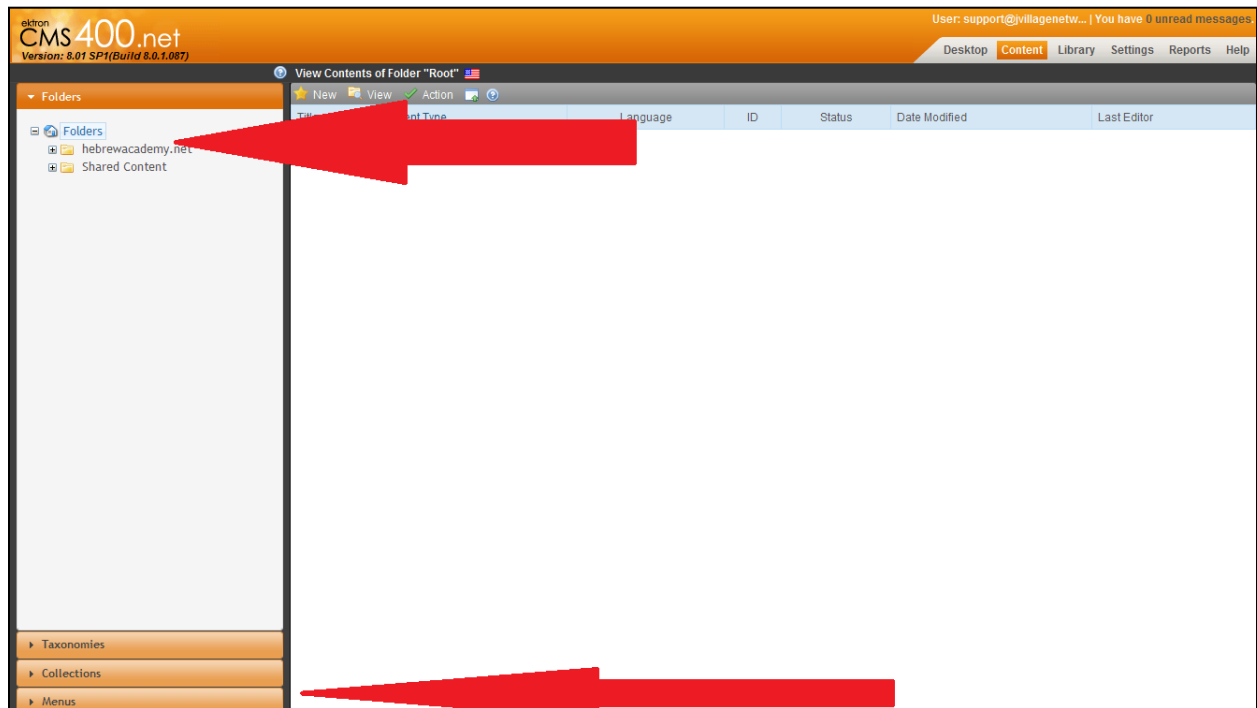
v 2

On the library side it would look like this

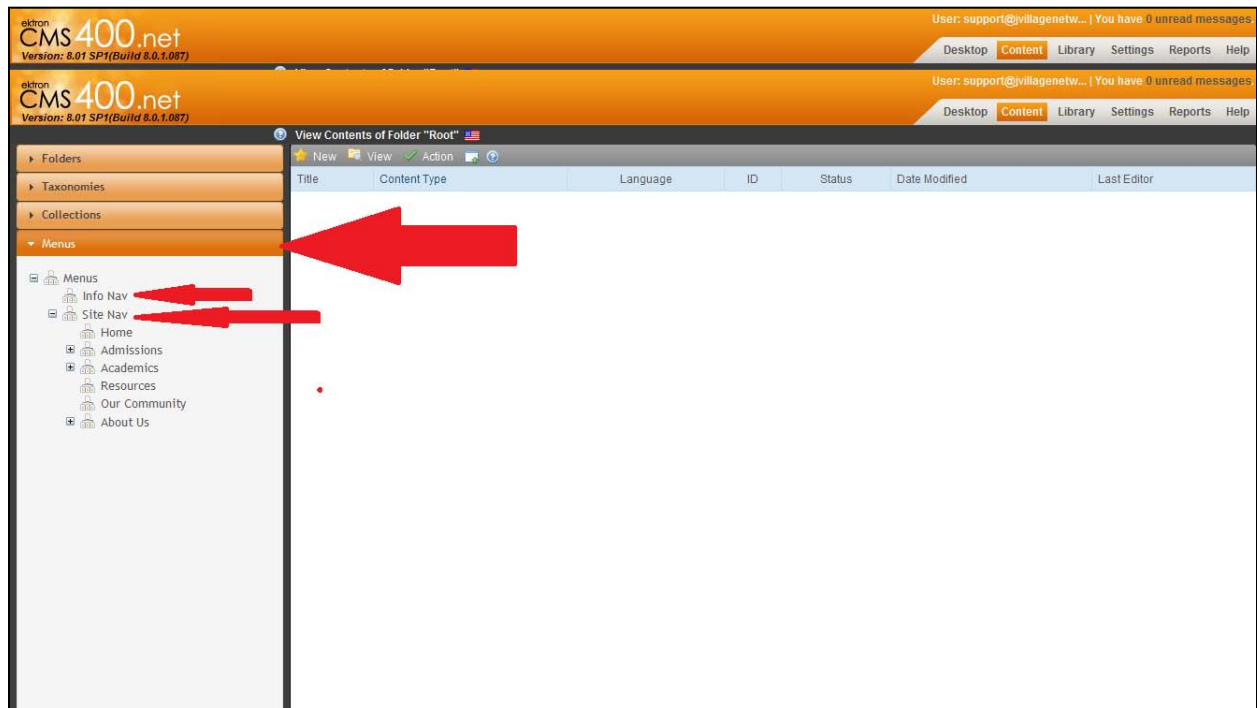
View Contents of Folder "Math Class"

Title	Language	ID	Status	Date Modified	Last Editor
Grade One		2147483701	A	8/19/2010 2:16:43 PM	Coburn, John
Grade Three		2147483702	A	8/19/2010 4:31:36 PM	Coburn, John
Grade Two		2147483703	A	8/19/2010 4:31:58 PM	Coburn, John
Overview		2147483700	A	8/19/2010 2:16:20 PM	Coburn, John

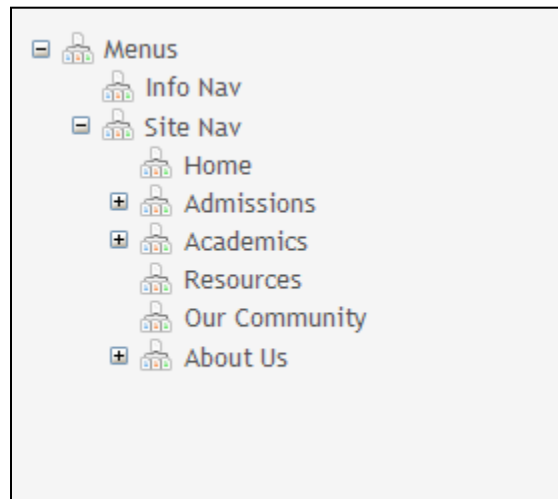
You see ABOUT US, SCHOOL, and SOCIAL ACTION, which are all main navigation items, are main folders , and in MATH CLASS are the three CONTENT ITEMS, Grade One, Two and Three, since



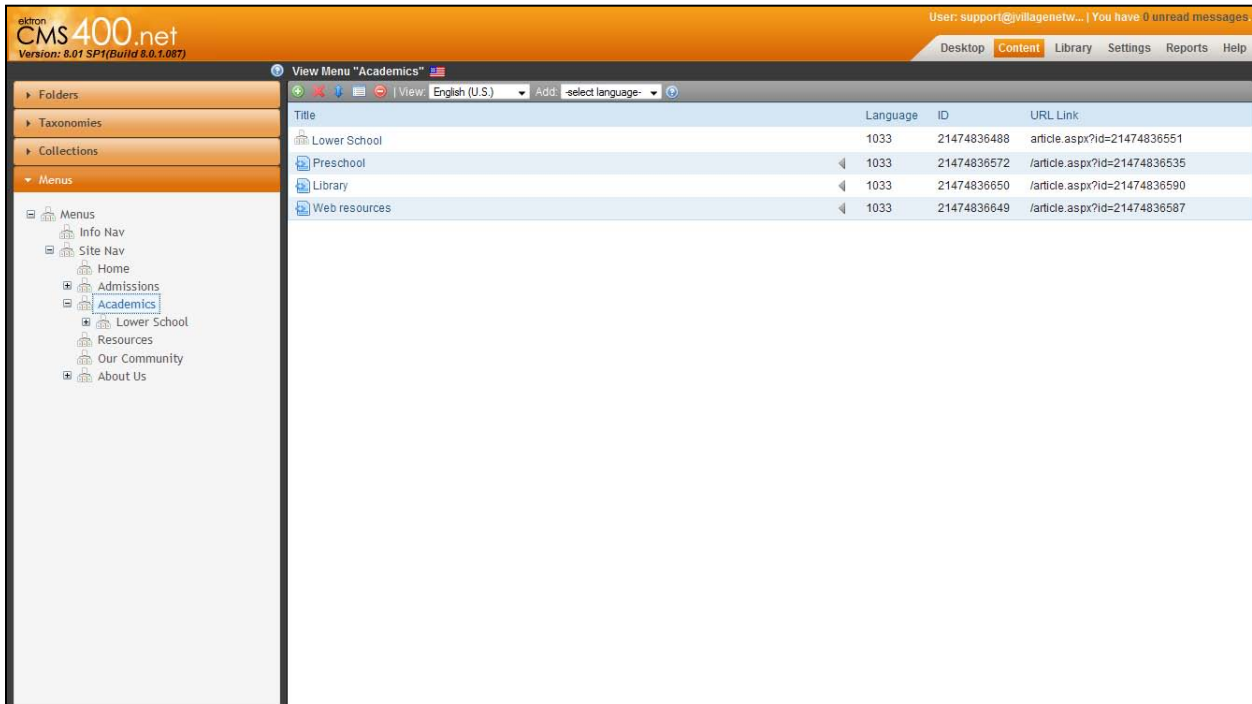
Now it's time to set up your navigation, what we're basically doing is taking the information and content you've created in the top tab, called FOLDERS, and letting the MENU tab know where to look when someone clicks on a menu item.



Before you can link to anything, make sure you have the content ready that you want to link to, then click the Menu tab, you'll see the INFO NAV (the small ancillary navigation that appears on the left hand side mostly on subpages) and the SITE NAV, this is the main navigation at the top of the page.





What we need to start with is the main navigation these are the items that are on the main navigation bar on your home page. They should all be created when you get your foundation site, so let's start adding sub navigation items. Let's start by clicking the Academics menu item.



The screenshot shows the CMS400.net interface. The top navigation bar includes 'Desktop', 'Content', 'Library', 'Settings', 'Reports', and 'Help'. The left sidebar shows a tree view of the site structure, with 'Academics' selected. The main content area displays a table of items under the 'Academics' menu.

Title	Language	ID	URL Link
Lower School	1033	21474836488	article.aspx?id=21474836551
Preschool	1033	21474836572	/article.aspx?id=21474836535
Library	1033	21474836650	/article.aspx?id=21474836590
Web resources	1033	21474836649	/article.aspx?id=21474836587

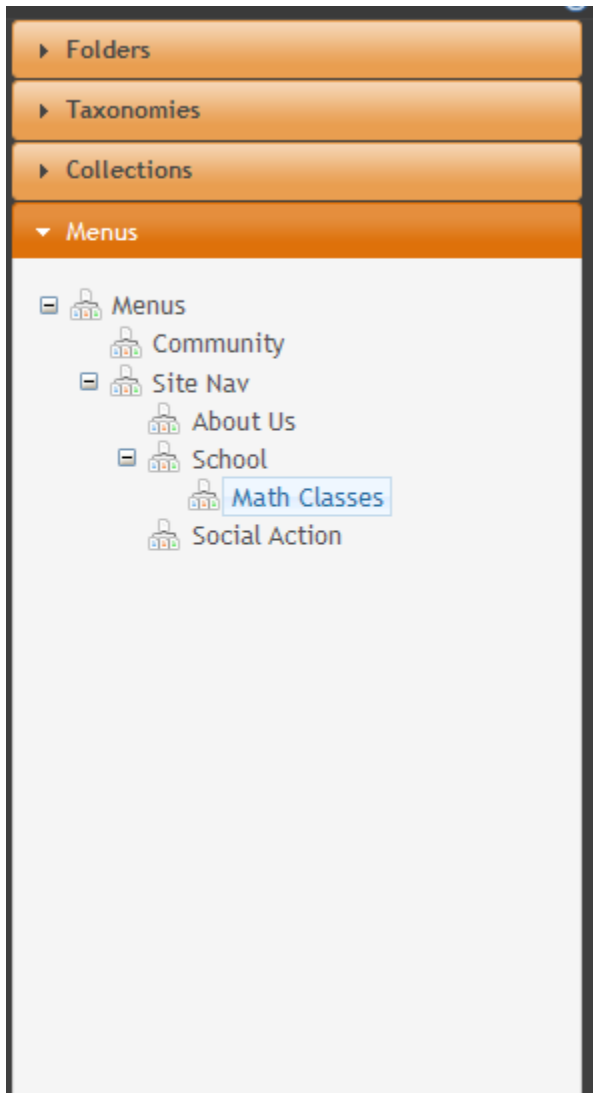
Here we can see that there are already two types of items under academics. One looks like this  and it's just a content item like we made in our folders as page content. The other is  and it means that there are SUB SUB NAVIGATION ITEMS.

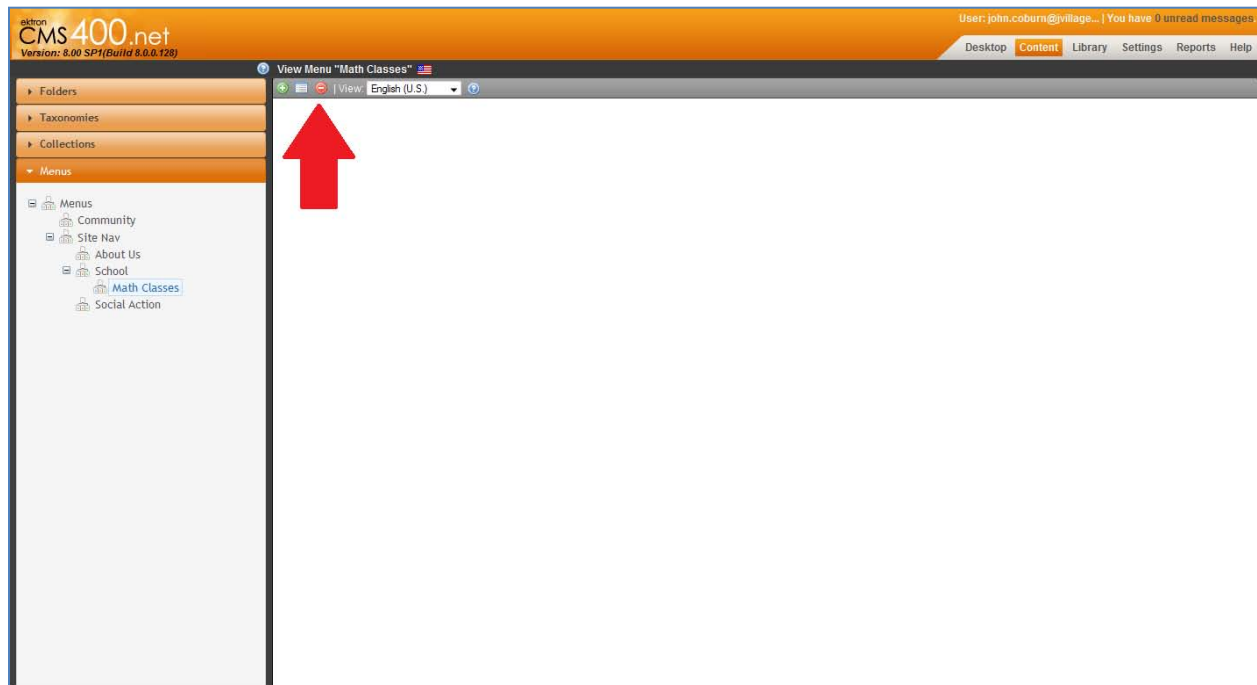
So which do you want? If the navigation item is going to only ONE page, then you can just link to the content item directly, if the navigation item is going to one page with several pages under it, then you want a sub navigation item.



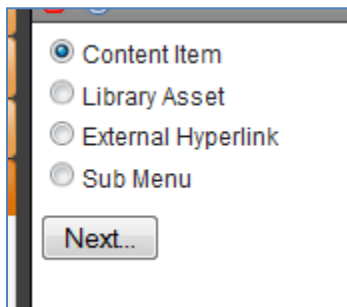
v 2

So let's look at how this would look in a menu structure, below you can see that under SITE NAV we have ABOUT US, SCHOOL and SOCIAL ACTION as navigation items, and under SCHOOL, we have MATH CLASSES as a SUB SUB Navigation item since there are items under that and it doesn't just link to a page.





Once we click on a navigation item, we see a blank screen, since we haven't added any items yet. To change this, click on the green plus sign up top!



We see we can populate this menu with four types of items.

Content Item – A page we've already created

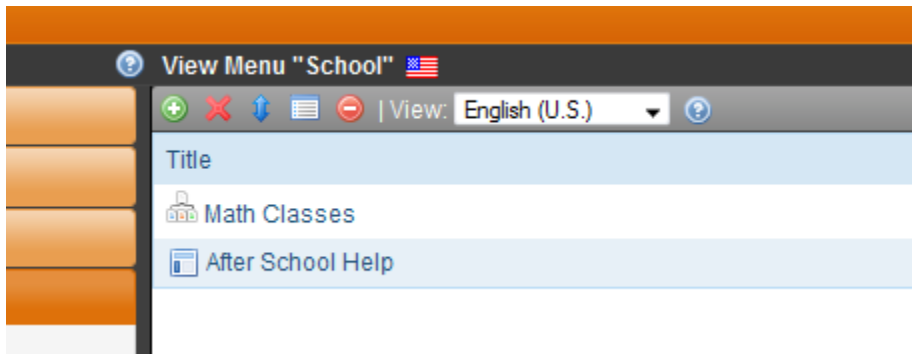
Library Asset – we can link to a file we've already uploaded to the library

External Hyperlink – We can make a link to an outside site

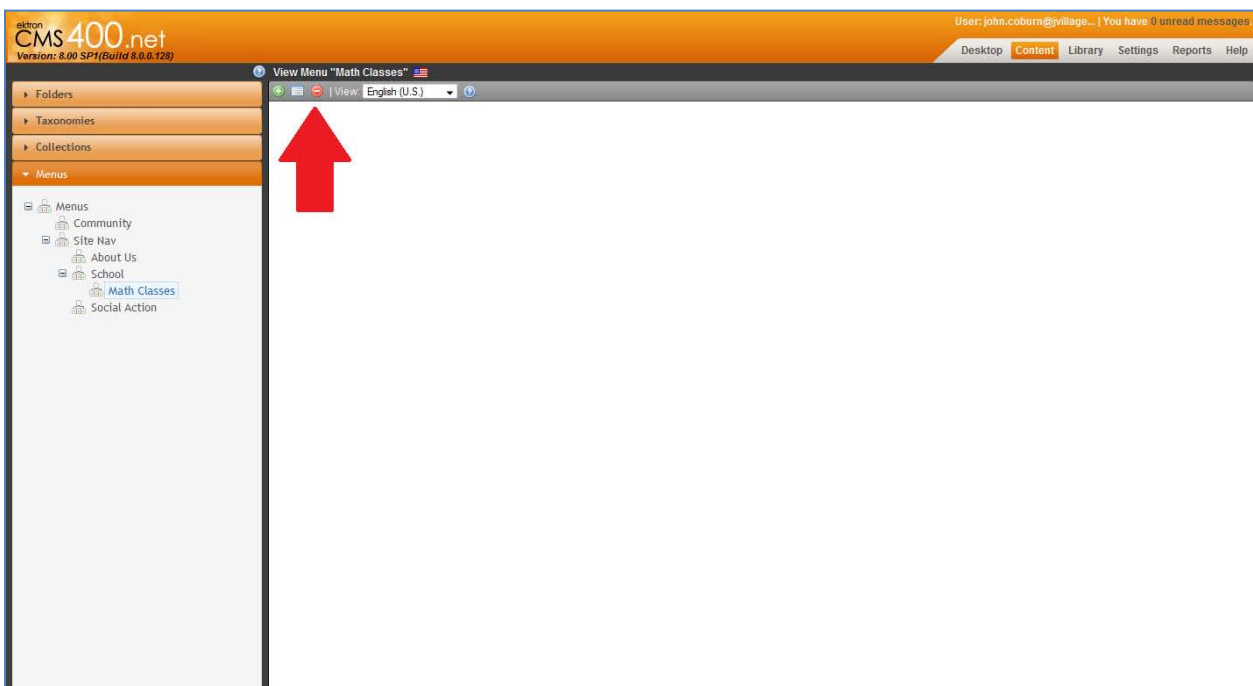
Sub Menu – We can have an item that will split off in to further sub menu items.

So we've selected Sub Menu, added Math Classes to School as we see here

SUB NAVIGATION



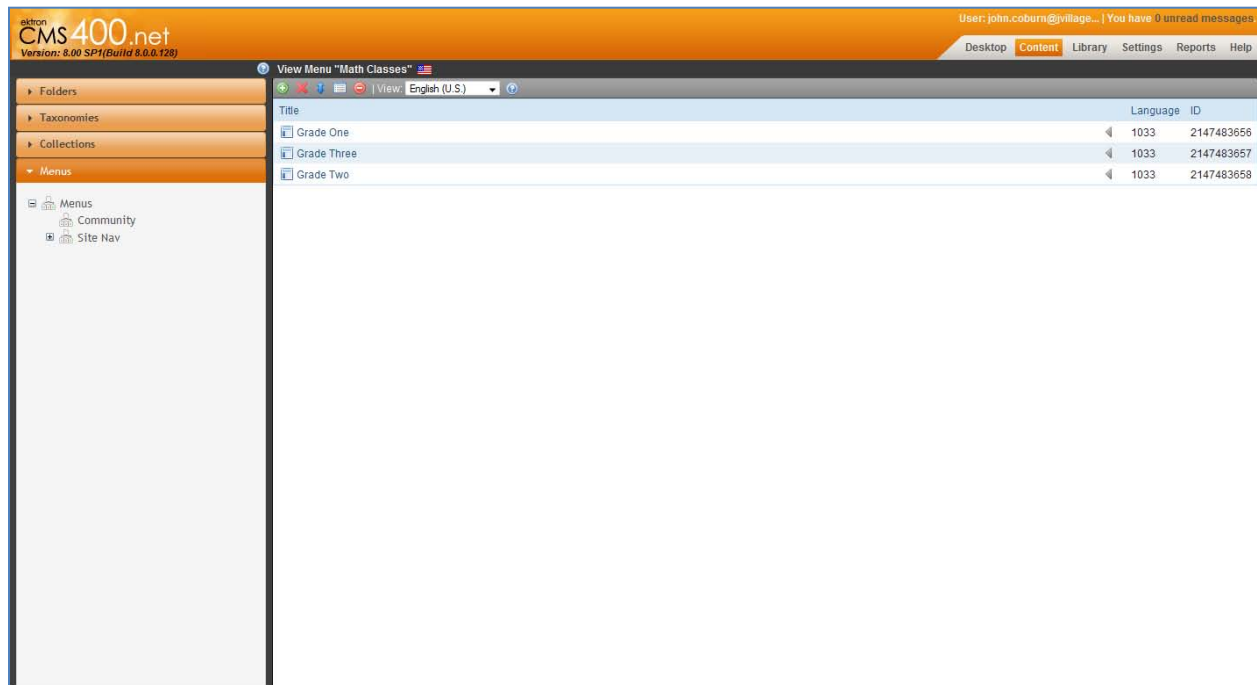
We see that Math Classes has items beneath it while After School Help is a lone content item. So let's add the sub sub navigation to Math Classes! We click on our sub navigation item and get this screen.



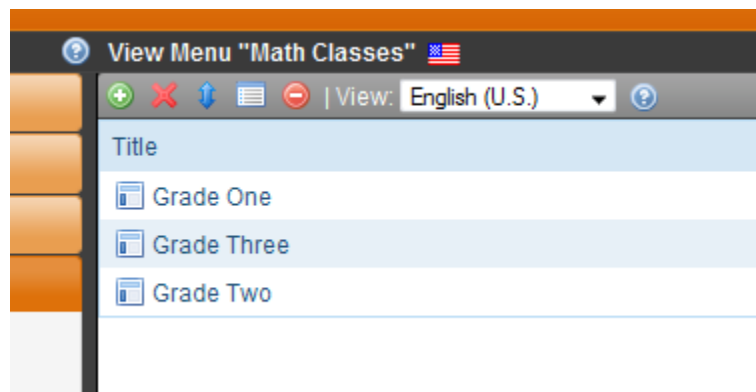
We see it's blank because we haven't added anything yet! Click on the green plus sign up top like before, go to the content we want and add the pages!



v 2



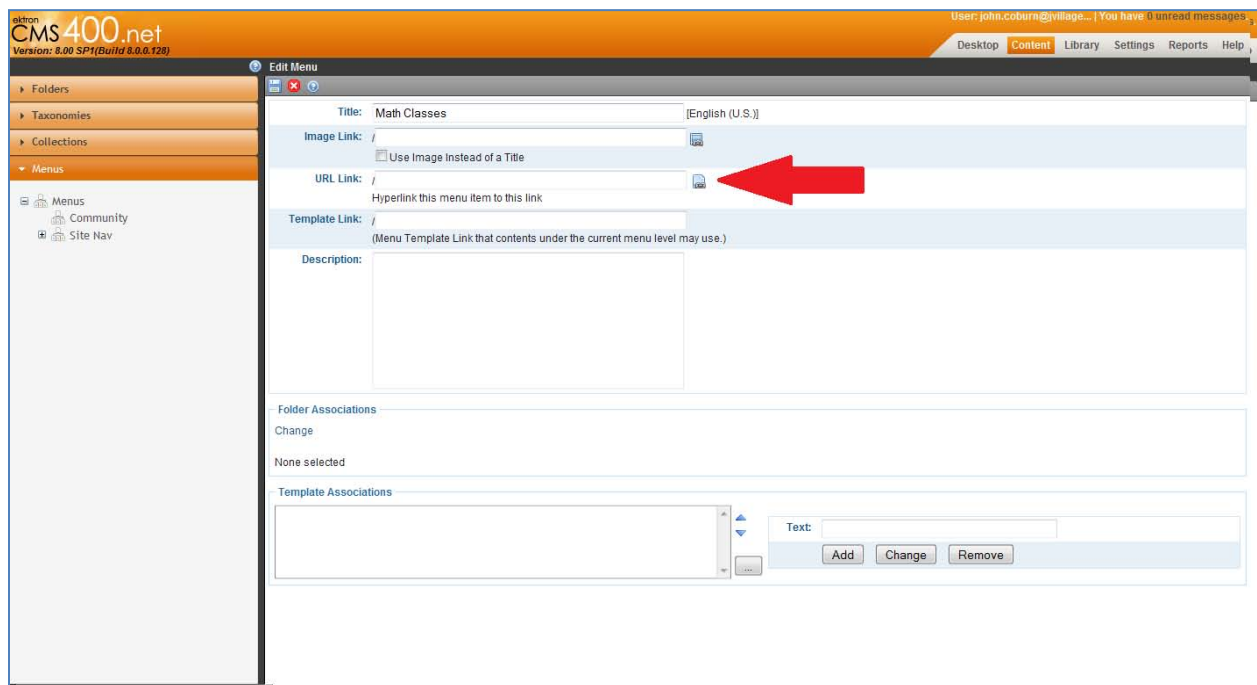
Now we have our pages in our sub sub nav! We also have some unique editing options



Aside from adding more options we can delete items, re order them, adjust the properties of this menu item (more on this in a minute) and DELETE THE ENTIRE MENU. If you DELETE THE ENTIRE MENU IT IS GONE AND NOT COMING BACK SO PLEASE DO NOT DO THIS LIGHTLY. If you want the menu item itself to link to a page, click on the properties button...



Click edit up top





v 2

Click the link tool, find the page you want the menu item to link to, and click save up top!

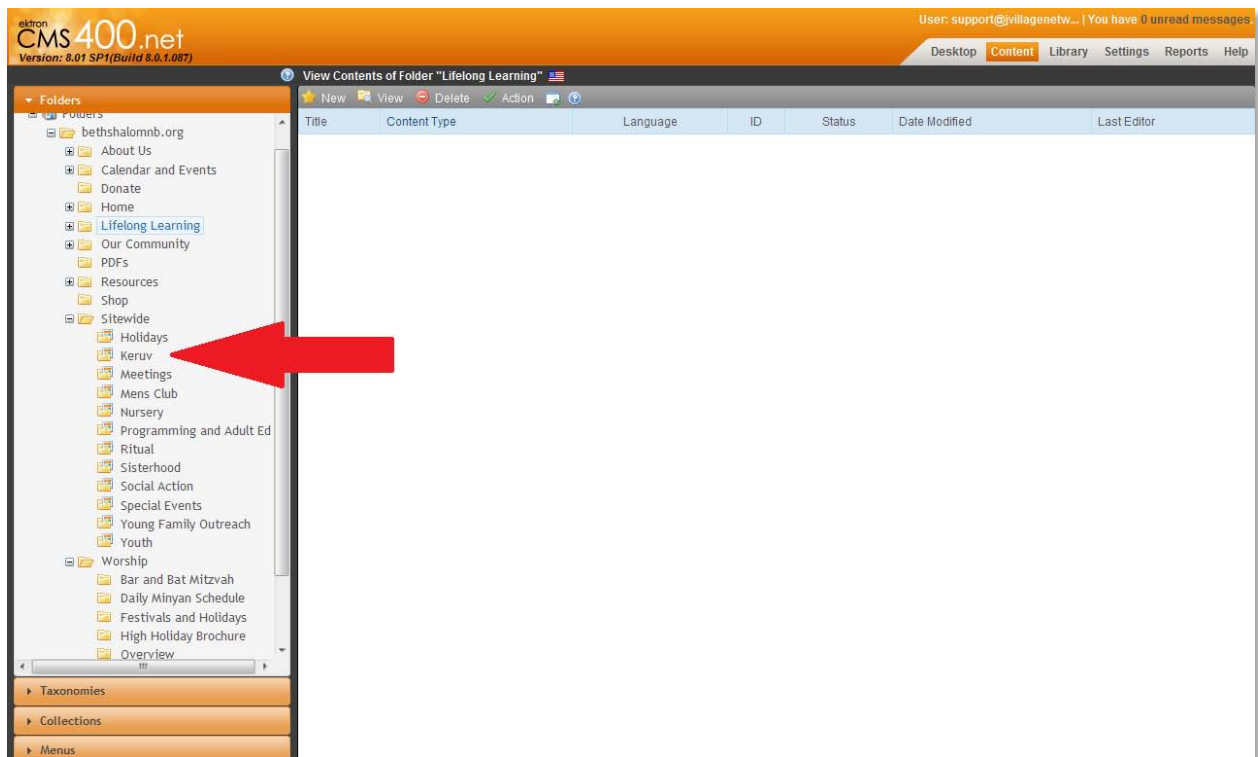
This can be a little tricky at first, but with a little practice and patience, you'll find the benefits of keeping your information architecture clear and concise far outweigh the alternatives.



ADDING CALENDAR ITEMS

After you log in, on the right under the site wide folder, you'll see all the individual calendars for the site.

Click on the one you'd like to edit!





v 2

ektron CMS400.net
Version: 8.01 SP1 (Build 8.0.1.087)

User: support@jvillagenetw... | You have 0 unread messages

Desktop Content Library Settings Reports Help

View Events in Calendar "Holidays"

New View Delete

Title	First Occurrence	Event Type	Language	ID	Status	Date Modified	Last Editor
Chol Hamoed Sukkot	Sat, Sep 25 2010 (Eastern Standard Time)	Original	🇺🇸	12884902796	A	8/5/2010 5:19:47 PM	Support, Jvillage Network
Chol Hamoed Sukkot(2)	Sat, Sep 25 2010 (Eastern Standard Time)	Original	🇺🇸	12884902797	A	8/5/2010 5:20:39 PM	Support, Jvillage Network
EREV ROSH HASHANAH	Wed, Sep 8 2010 (Eastern Standard Time)	Original	🇺🇸	12884902786	A	8/5/2010 5:07:56 PM	Support, Jvillage Network
Erev Simchat Torah-Tunes	Thu, Sep 30 2010 7:00 PM (Eastern Standard Time)	Original	🇺🇸	12884902800	A	8/5/2010 5:25:06 PM	Support, Jvillage Network
Erev Sukkot	Wed, Sep 22 2010 (Eastern Standard Time)	Original	🇺🇸	12884902792	A	8/5/2010 5:15:56 PM	Support, Jvillage Network
Fast of Gedaliah	Sun, Sep 12 2010 (Eastern Standard Time)	Original	🇺🇸	12884902789	A	8/5/2010 5:13:33 PM	Support, Jvillage Network
Hoshana Rabba	Wed, Sep 29 2010 (Eastern Standard Time)	Original	🇺🇸	12884902798	A	8/5/2010 5:21:21 PM	Support, Jvillage Network
KOL NIDREI	Tue, Aug 17 2010 (Eastern Standard Time)	Original	🇺🇸	12884902790	A	8/5/2010 5:14:10 PM	Support, Jvillage Network
Labor Day	Mon, Sep 6 2010 (Eastern Standard Time)	Original	🇺🇸	12884902785	A	8/5/2010 5:05:22 PM	Support, Jvillage Network
Rosh Chodesh	Tue, Aug 10 2010 8:00 AM (Eastern Standard Time)	Original	🇺🇸	12884902782	A	8/9/2010 1:03:57 PM	Support, Jvillage Network
Rosh Chodesh(2)	Fri, Oct 8 2010 (Eastern Standard Time)	Original	🇺🇸	12884902802	A	8/5/2010 5:27:34 PM	Support, Jvillage Network
Rosh Chodesh(3)	Sat, Oct 9 2010 (Eastern Standard Time)	Original	🇺🇸	12884902803	A	8/5/2010 5:27:59 PM	Support, Jvillage Network
Rosh Chodesh(4)	Tue, Aug 10 2010 (Eastern Standard Time)	Original	🇺🇸	12884902930	A	8/9/2010 1:06:28 PM	Support, Jvillage Network
Rosh Chodesh(5)	Tue, Aug 10 2010 (Eastern Standard Time)	Variance - Cancelled occurrence	🇺🇸	12884902931	A	8/9/2010 1:06:29 PM	Support, Jvillage Network
ROSH HASHANAH	Thu, Sep 9 2010 8:30 AM (Eastern Standard Time)	Original	🇺🇸	12884902787	A	8/5/2010 5:11:59 PM	Support, Jvillage Network

Folders

- bethshalomb.org
 - About Us
 - Calendar and Events
 - Donate
 - Home
 - Lifelong Learning
 - Our Community
 - PDFs
 - Resources
 - Shop
 - Sitewide
 - Holidays
 - Keruv
 - Meetings
 - Mens Club
 - Nursery
 - Programming and Adult Ed
 - Ritual
 - Sisterhood
 - Social Action
 - Special Events
 - Young Family Outreach
 - Youth
 - Worship
 - Bar and Bat Mitzvah
 - Daily Minyan Schedule
 - Festivals and Holidays
 - High Holiday Brochure
 - Overview

Taxonomies


Collections

Menus



Up top you'll see all the events already entered.

ektron CMS400.net Version: 8.01 SP1 (Build 8.0.1.087) User: support@jvillagenetw... | You have 0 unread messages

Desktop Content Library Settings Reports Help

View Events in Calendar "Holidays" 

New View Delete

Standard Time					PM	Network
Sukkot(2)	Fri, Sep 24 2010 9:30 AM (Eastern Standard Time)	Original		12884902794	A 8/5/2010 5:17:51 PM	Support, Jvillage Network
YOM KIPPUR	Sat, Sep 18 2010 8:30 AM (Eastern Standard Time)	Original		12884902791	A 8/5/2010 5:15:22 PM	Support, Jvillage Network

today Aug, 2010 Day Week Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01 Aug	2	3	4	5	6	7
8	9	10 Rosh Chodesh	11 Rosh Chodesh	12 Rosh Chodesh	13	14 Rosh Chodesh
15	16 Rosh Chodesh	17 KOL NIDREI	18 Rosh Chodesh	19	20 Rosh Chodesh	21
22 Rosh Chodesh	23	24 Rosh Chodesh	25	26 Rosh Chodesh	27	28 Rosh Chodesh
29	30 Rosh Chodesh	31	01 Sep Rosh Chodesh	2	3 Rosh Chodesh	4 Selichot Program Selichot Service

Folders

- bethshalomnb.org
 - About Us
 - Calendar and Events
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 - Home
 - Lifelong Learning
 - Our Community
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 - Holidays
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 - Meetings
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 - Sisterhood
 - Social Action
 - Special Events
 - Young Family Outreach
 - Youth
 - Worship
 - Bar and Bat Mitzvah
 - Daily Minyan Schedule
 - Festivals and Holidays
 - High Holiday Brochure
 - Overview

Taxonomies


Collections


Menus

Below are the same events, but laid out in a calendar.



ektron CMS400.net Version: 8.01 SP1 (Build 8.0.1.087) User: support@jvillagenetw... | You have 0 unread messages

Desktop **Content** Library Settings Reports Help

View Events in Calendar "Holidays" 

New View Delete 

This Calendar

Event	Time	Original	Country	Event ID	Category	Time	Network
Yom Kippur (2)	Fri, Sep 24 2010 9:30 AM (Eastern Standard Time)	Original		12884902794	A	8/5/2010 5:17:51 PM	Support, Jvillage Network
Yom Kippur	Sat, Sep 18 2010 8:30 AM (Eastern Standard Time)	Original		12884902791	A	8/5/2010 5:15:22 PM	Support, Jvillage Network

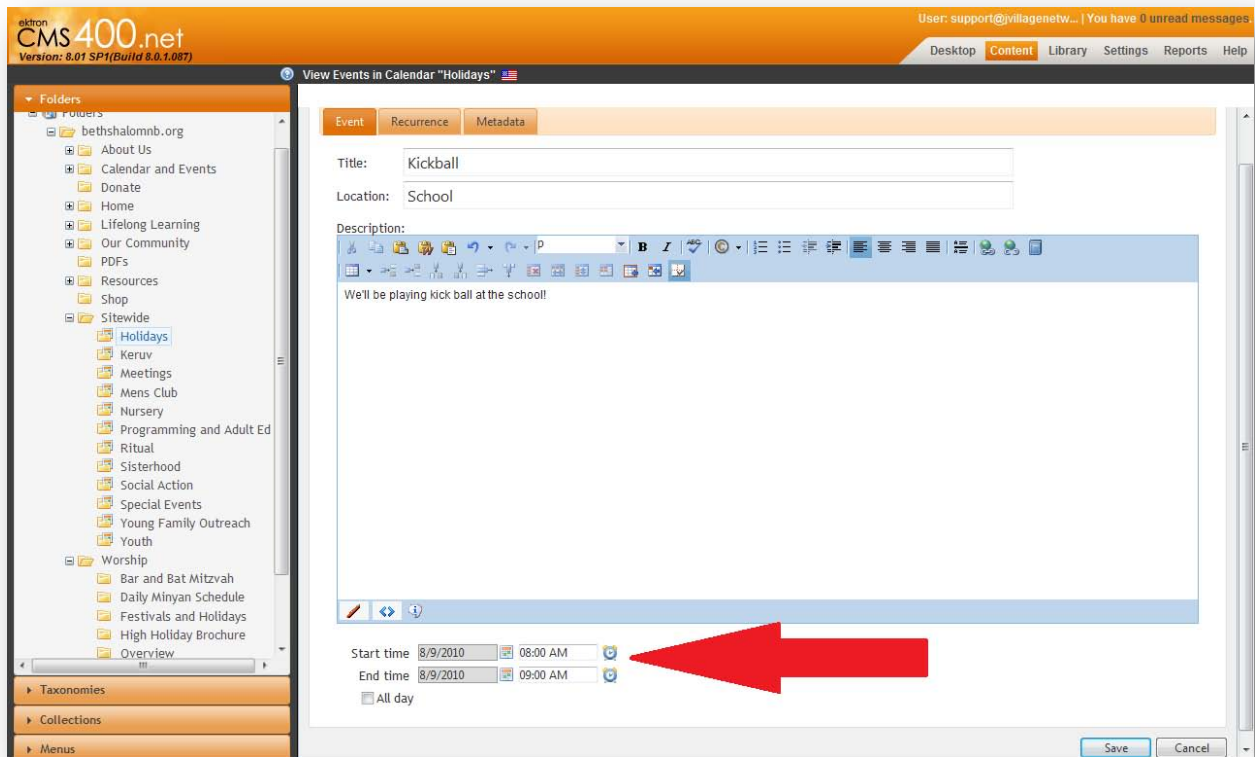
Aug. 2010

Day	Mon	Tue	Wed	Thu	Fri	Sat
Sun	2	3	4	5	6	7
8	9	10	11	12	13	14
		Rosh Chodesh		Rosh Chodesh		Rosh Chodesh
15	16	17	18	19	20	21
	Rosh Chodesh	KOL NIDREI	Rosh Chodesh		Rosh Chodesh	
22	23	24	25	26	27	28
Rosh Chodesh		Rosh Chodesh		Rosh Chodesh		Rosh Chodesh
29	30	31	01 Sep	2	3	4
	Rosh Chodesh		Rosh Chodesh		Rosh Chodesh	Selichot Program
						Selichot Service

Folders

- bethshalomnb.org
 - About Us
 - Calendar and Events
 - Donate
 - Home
 - Lifelong Learning
 - Our Community
 - PDFs
 - Resources
 - Shop
 - Sitewide
 - Holidays
 - Keruv
 - Meetings
 - Mens Club
 - Nursery
 - Programming and Adult Ed
 - Ritual
 - Sisterhood
 - Social Action
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 - Young Family Outreach
 - Youth
 - Worship
 - Bar and Bat Mitzvah
 - Daily Minyan Schedule
 - Festivals and Holidays
 - High Holiday Brochure
 - Overview
- Taxonomies
- Collections
- Menus

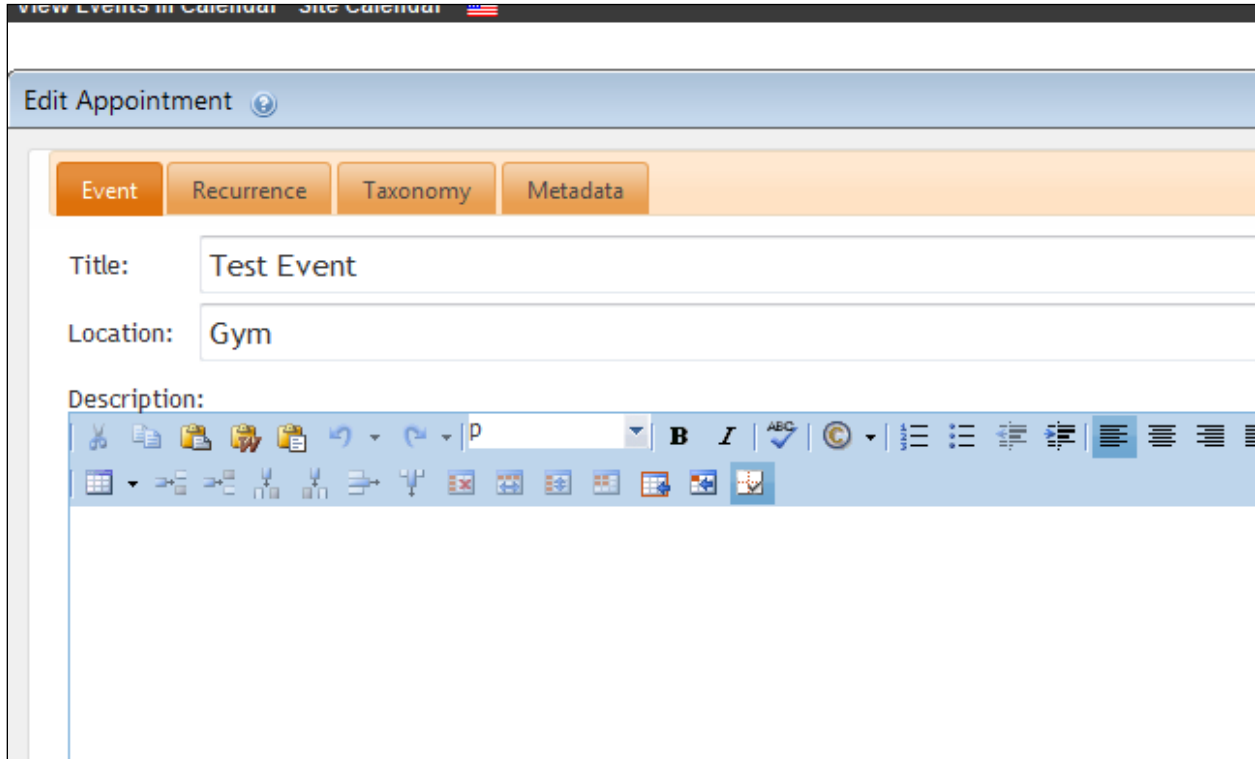
For a new item, click the NEW item in the top header. Then click the ADD CALENDAR EVENT.





After adding a Title, Location and Description, look below to add the date and time! Click the little calendar to select the date, and click the second little calendar to select the end date. Now do the same with the times, or just click the ALL DAY button and select one day. If that's all you need, click save, otherwise....

EVENT TAXONOMY

If you have a calendar with settable categories, then you'll need to select that category under the TAXONOMY tab



view Events in Calendar Site Calendar 


Edit Appointment 

Event Recurrence Taxonomy Metadata

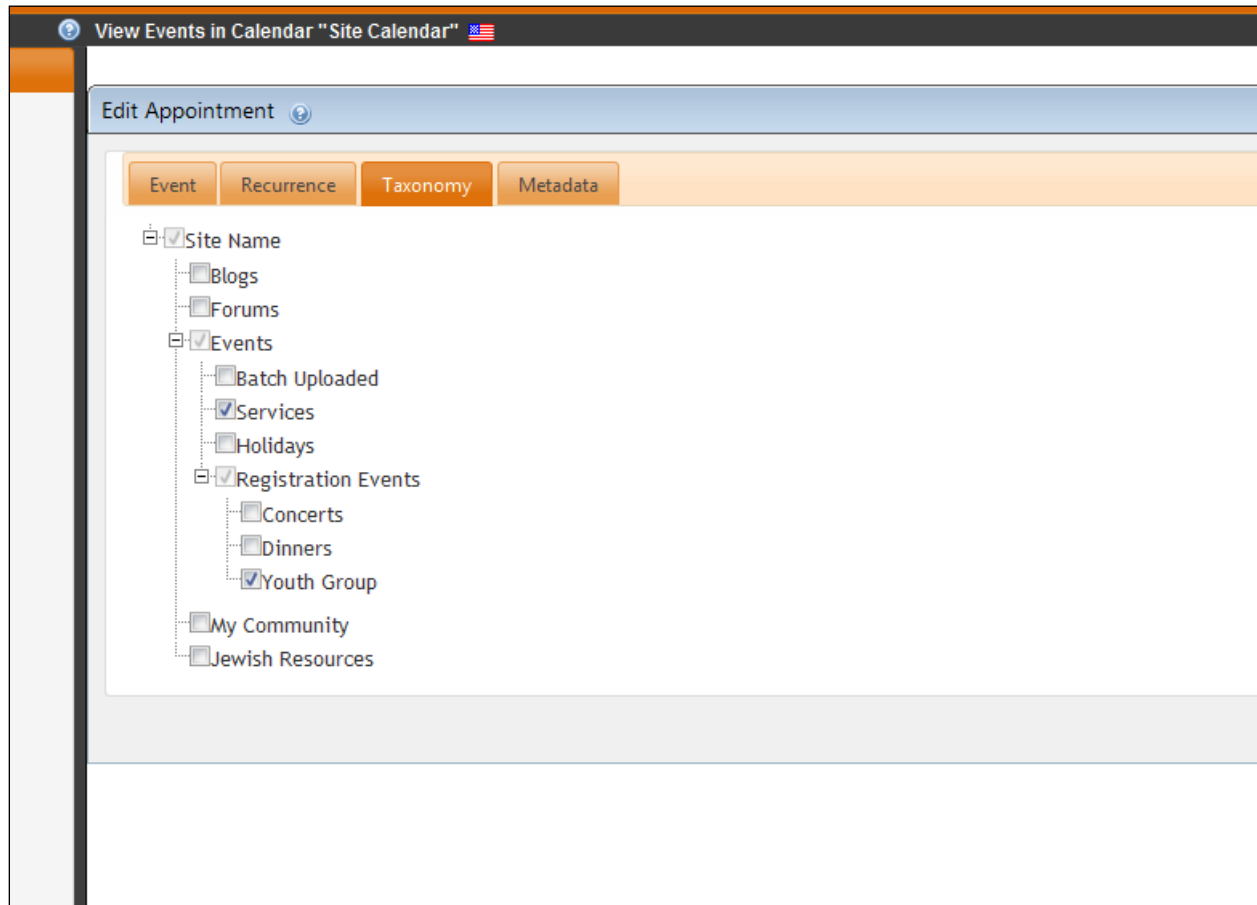
Title: Test Event

Location: Gym

Description:



Select the taxonomy that best fits the event, and now that event will show up when the user filters by that category.

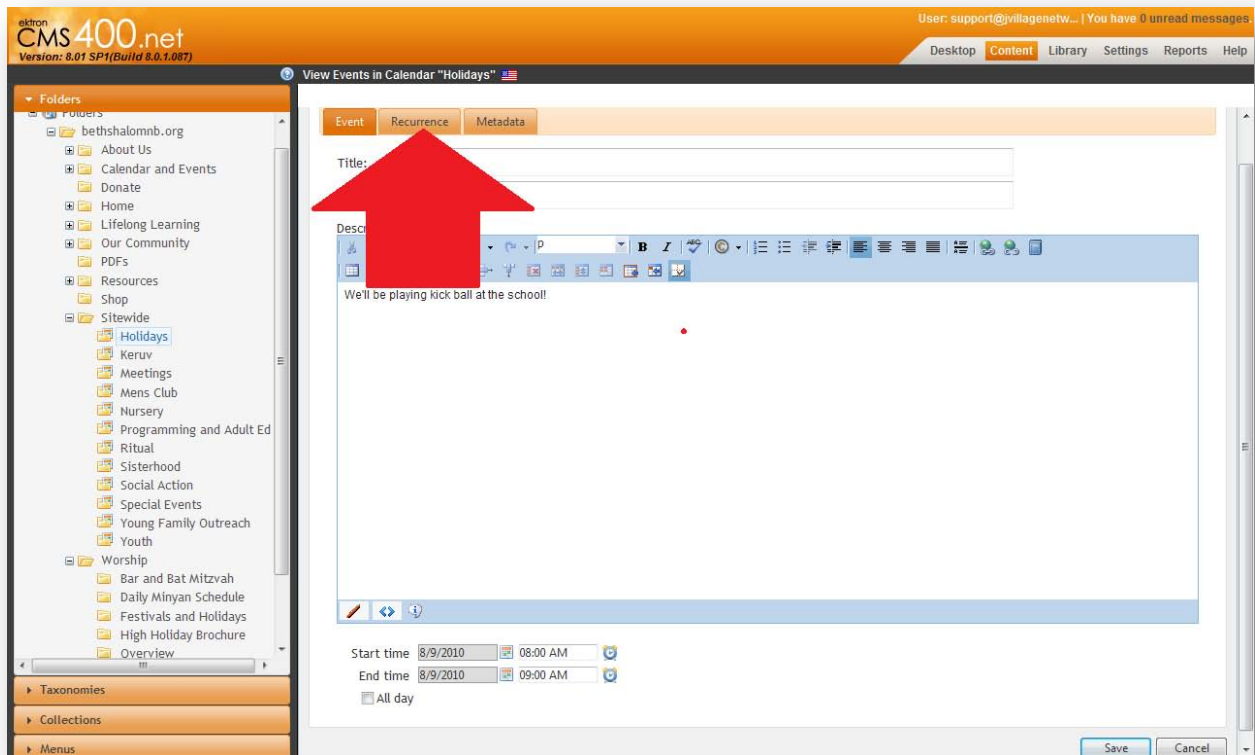


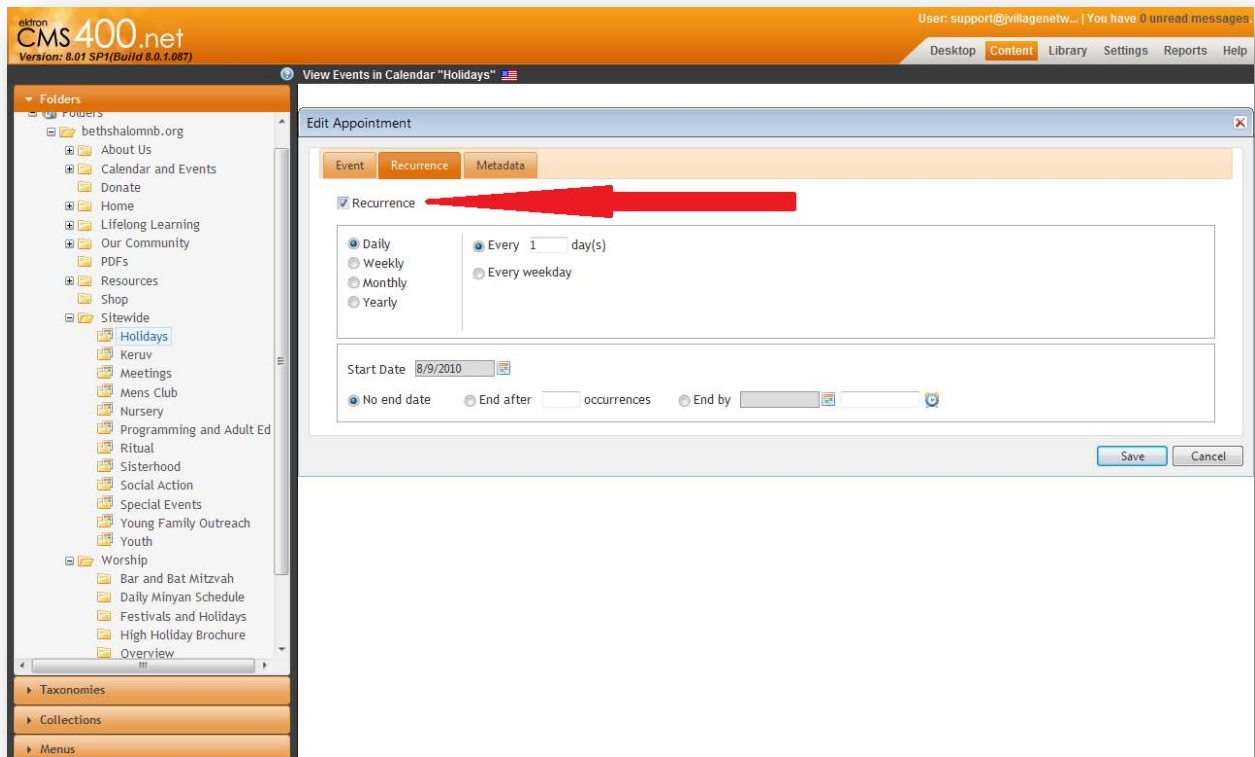
The screenshot shows a web application interface for managing events. The main header is "View Events in Calendar 'Site Calendar'" with a US flag icon. Below this is a sub-header "Edit Appointment" with a help icon. The interface has four tabs: "Event", "Recurrence", "Taxonomy" (which is selected and highlighted in orange), and "Metadata". Under the "Taxonomy" tab, there is a tree view of categories. The categories are: "Site Name" (checked), "Blogs", "Forums", "Events" (checked), "Batch Uploaded", "Services" (checked), "Holidays", "Registration Events" (checked), "Concerts", "Dinners", "Youth Group" (checked), "My Community", and "Jewish Resources".

- ☒ Site Name
 - ☐ Blogs
 - ☐ Forums
 - ☒ Events
 - ☐ Batch Uploaded
 - ☒ Services
 - ☐ Holidays
 - ☒ Registration Events
 - ☐ Concerts
 - ☐ Dinners
 - ☒ Youth Group
 - ☐ My Community
 - ☐ Jewish Resources

RECURRENCE

Another option is setting the RECURRENCE. Click the RECURRENCE tab if this event is going to be replicated in any predictable fashion.





First click the RECURRENCE tab, then you'll be able to select the event repeating in any number of styles.



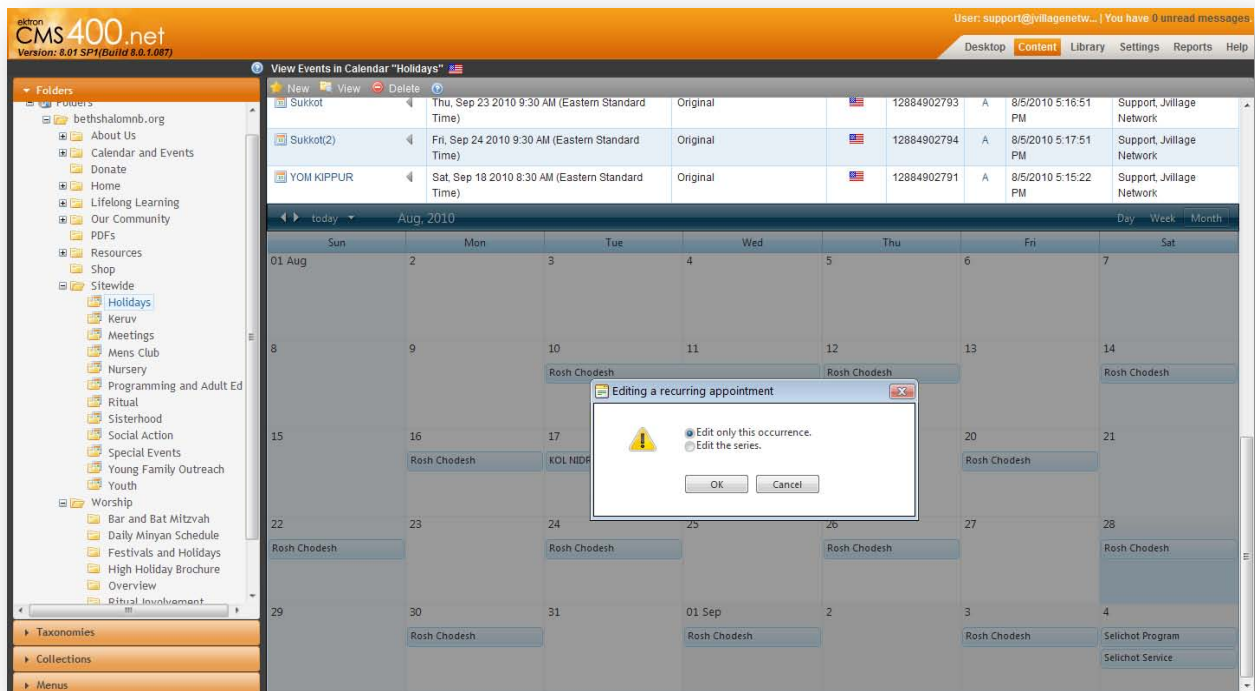
v 2

To edit an existing calendar item, click on the specific calendar, scroll down to the monthly layout, find the item you want to edit, and double click on it.

The screenshot displays the CMS400.net web application interface. On the left is a sidebar with a 'Folders' list including 'bethshalomnb.org', 'About Us', 'Calendar and Events', 'Donate', 'Home', 'Lifelong Learning', 'Our Community', 'PDFs', 'Resources', 'Shop', 'Sitewide', 'Holidays', 'Keruv', 'Meetings', 'Mens Club', 'Nursery', 'Programming and Adult Ed', 'Ritual', 'Sisterhood', 'Social Action', 'Special Events', 'Young Family Outreach', 'Youth', 'Worship', 'Bar and Bat Mitzvah', 'Daily Minyan Schedule', 'Festivals and Holidays', 'High Holiday Brochure', 'Overview', and 'Ritual Involvement'. The main area is titled 'View Events in Calendar "Holidays"' and shows a list of events for Sukkot and YOM KIPPUR. Below this is a monthly calendar for August 2010. A red arrow points to a 'Rosh Chodesh' event on Friday, August 20th. A tooltip for this event is visible, showing the description 'Rosh Chodesh' and the time 'All day'.

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
01 Aug		2	3	4	5	6	7
8		9	10 Rosh Chodesh	11 Rosh Chodesh	12 Rosh Chodesh	13 Rosh Chodesh	14 Rosh Chodesh
15		16 Rosh Chodesh	17 KOL NIDREI	18 Rosh Chodesh	19	20 Rosh Chodesh	21
22		23	24 Rosh Chodesh	25	26 Rosh Chodesh		28 Rosh Chodesh
29		30 Rosh Chodesh	31	01 Sep Rosh Chodesh	2	3 Rosh Chodesh	4 Selichot Program Selichot Service

You'll then be asked to edit either just this occurrence or the entire series if it's a repeating event.



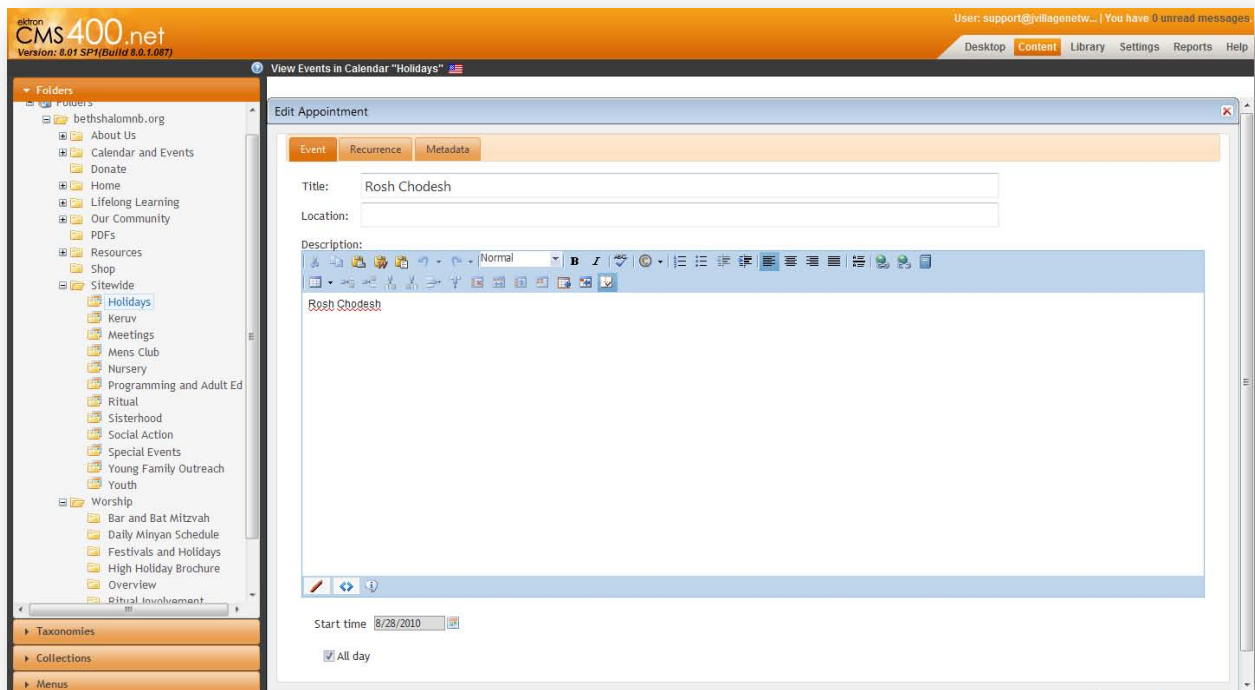
The screenshot displays the CMS400.net web application interface. The top navigation bar includes the site logo, version information (6.01 SP1), and user details (support@jvillagenetw...). The left sidebar shows a tree view of folders, including 'Folders', 'About Us', 'Calendar and Events', 'Donate', 'Home', 'Lifelong Learning', 'Our Community', 'PDFs', 'Resources', 'Shop', 'Sitemap', 'Holidays', 'Keruv', 'Meetings', 'Mens Club', 'Nursery', 'Programming and Adult Ed', 'Ritual', 'Sisterhood', 'Social Action', 'Special Events', 'Young Family Outreach', 'Youth', 'Worship', 'Bar and Bat Mitzvah', 'Daily Minyan Schedule', 'Festivals and Holidays', 'High Holiday Brochure', 'Overview', and 'Ritual Involvement'. The main content area shows a calendar view for August 2010, with a table of events listed above it. The events table includes columns for event name, date, time, status, and location. A dialog box titled 'Editing a recurring appointment' is open, asking the user to choose between 'Edit only this occurrence' and 'Edit the series'.

Event Name	Date	Time	Status	Location
Sukkot	Thu, Sep 23 2010	9:30 AM (Eastern Standard Time)	Original	Support, Jvillage Network
Sukkot(2)	Fri, Sep 24 2010	9:30 AM (Eastern Standard Time)	Original	Support, Jvillage Network
YOM KIPPUR	Sat, Sep 18 2010	8:30 AM (Eastern Standard Time)	Original	Support, Jvillage Network



v 2

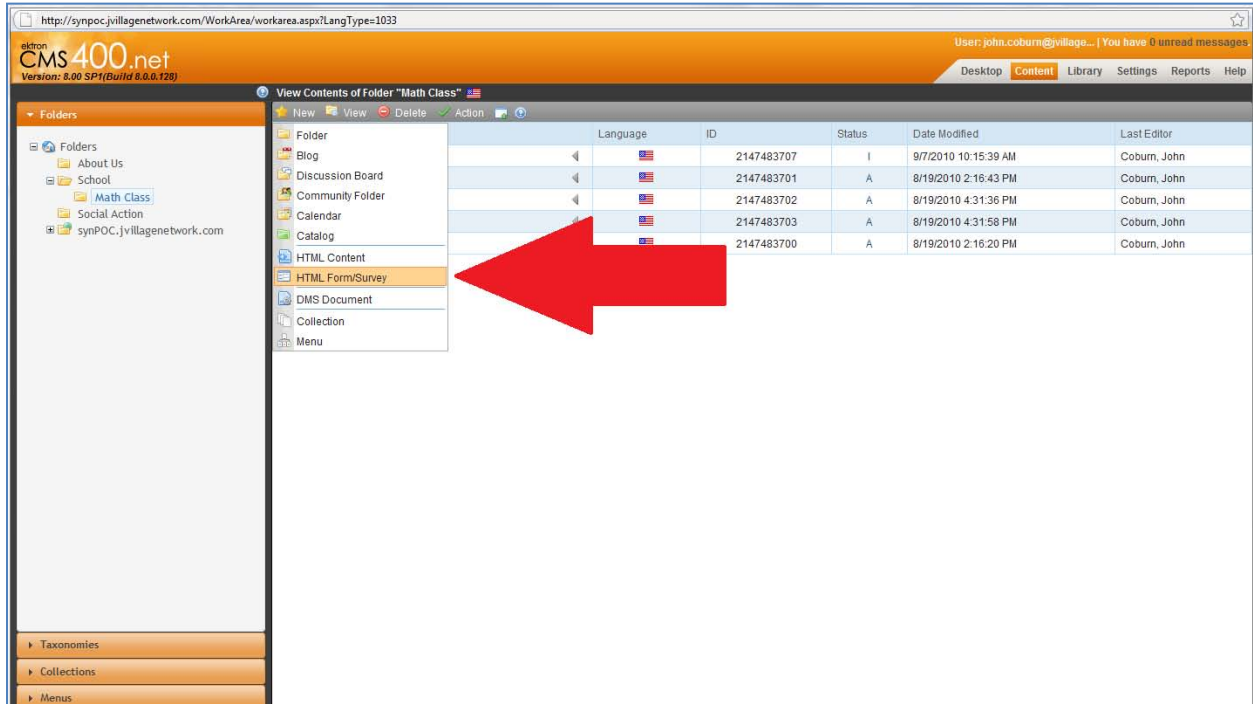
It then edits just like above!



CREATING A FORM

Watch our recorded [Training Webinars on Info Forms](#)

Creating a form is just like creating a regular page. Open the folder that you want the form to appear in, select the NEW option up top and select HTML FORM / SURVEY



The screenshot shows the CMS400.net interface. The left sidebar displays a tree view of folders, including 'Math Class'. The main content area shows the 'View Contents of Folder "Math Class"' page. A table lists existing content items with columns for Language, ID, Status, Date Modified, and Last Editor. A red arrow points to the 'HTML Form/Survey' option in the 'New' menu.

Language	ID	Status	Date Modified	Last Editor
	2147483707	I	9/7/2010 10:15:39 AM	Coburn, John
	2147483701	A	8/19/2010 2:16:43 PM	Coburn, John
	2147483702	A	8/19/2010 4:31:36 PM	Coburn, John
	2147483703	A	8/19/2010 4:31:58 PM	Coburn, John
	2147483700	A	8/19/2010 2:16:20 PM	Coburn, John

Here we start a five step process, the first is to pick which type of form we want to start with



v 2

Step 1 of 5 1 2 3 4 5 Back Next Cancel ?

Select a form from below or begin with a blank form. Next, you'll be able to customize all aspects of the form so that it collects exactly the information you're looking for.

- ☒ **Blank Form**
Design a new form.
- ☐ **Blank Survey**
Design a new survey.
- ☐ **Standard Poll**
Design a new poll.
- ☐ **Compose Email**
Write and send an email message.
- ☐ **Contact Information**
Contact information.
- ☐ **General Demographic Survey**
General demographic survey.
- ☐ **Feedback Survey**
Collect feedback from conference attendees.
- ☐ **Breakroom Survey**
Vote for your favorite coffees, teas and snacks.
- ☐ **Vacation Request**
Vacation Request form.
- ☐ **Whitepaper Request**
Request a whitepaper document.

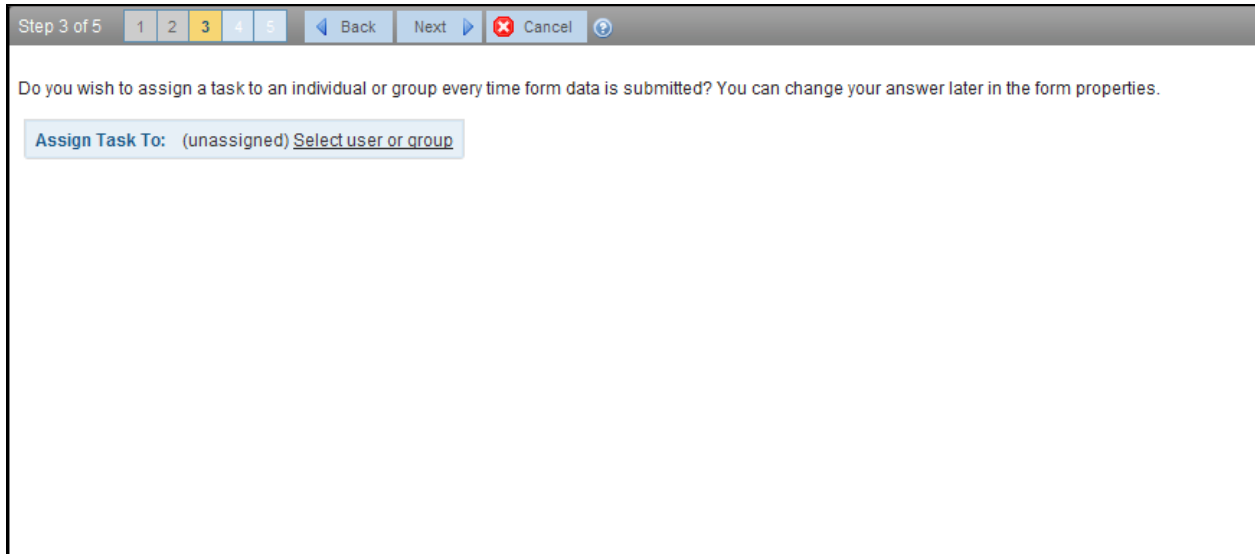
We'll do a blank form here. Click next, and give your form a title and description

Step 2 of 5 1 2 3 4 5 Back Next Cancel ?

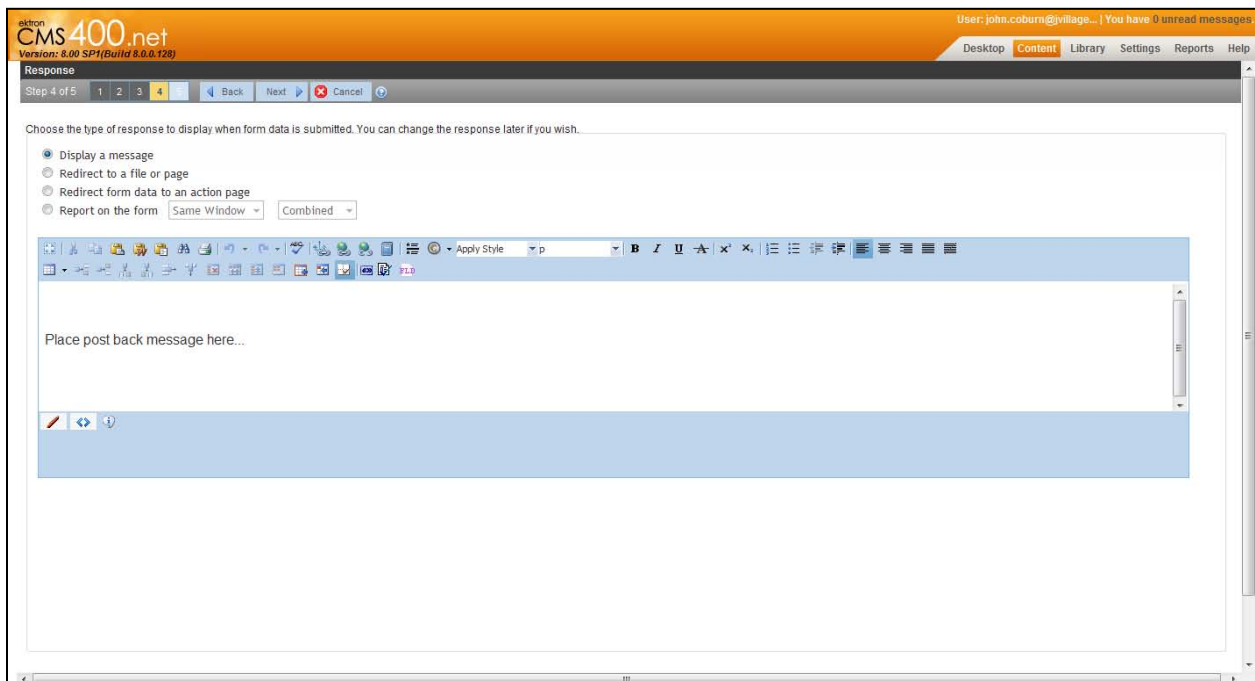
Enter the form's title and description.

Title:	Member Interest
Description:	A form for potential members

Next we decide if any notifications need to go to any users when the form is filled out. This is different than the email the form will send to, or the database the form will report to. Most of the time this will be left blank.



Click next, and we'll decide what happens after the form is filled out! You'll see below we have several options



Our options are pretty straight forward,

Choose the type of response to display when form data is submitted. You can change the response later if you wish.

☐ Display a message
☐ Redirect to a file or page
☒ Redirect form data to an action page
☐ Report on the form

Same Window
 Combined

Display a Message - This is to just literally display a simple message like ‘Thanks for filling out the form!’

Redirect to file or page - Lets you send the user to a specific page of file when they are done with the survey.

Redirect form data - Lets users rate the form when they are done

Report on the form - Shows the users the current report statistics in bar, pie or both formats.

For our purposes we’re just going to use a post back message

akron CMS400.net
Version: 8.00 SP1 (Build 8.0.0.128)

User: john.coburn@village... | You have 0 unread messages

Desktop **Content** Library Settings Reports Help

Edit Content in Folder "Math Class"

Title: Member Interest [English (U.S.)]

Form **Post back message** Metadata Alias Schedule Comment Templates

☒ Display a message
☐ Redirect to a file or page
☐ Redirect form data to an action page
☐ Report on the form

Same Window
 Combined

Apply Style **B** *I* U

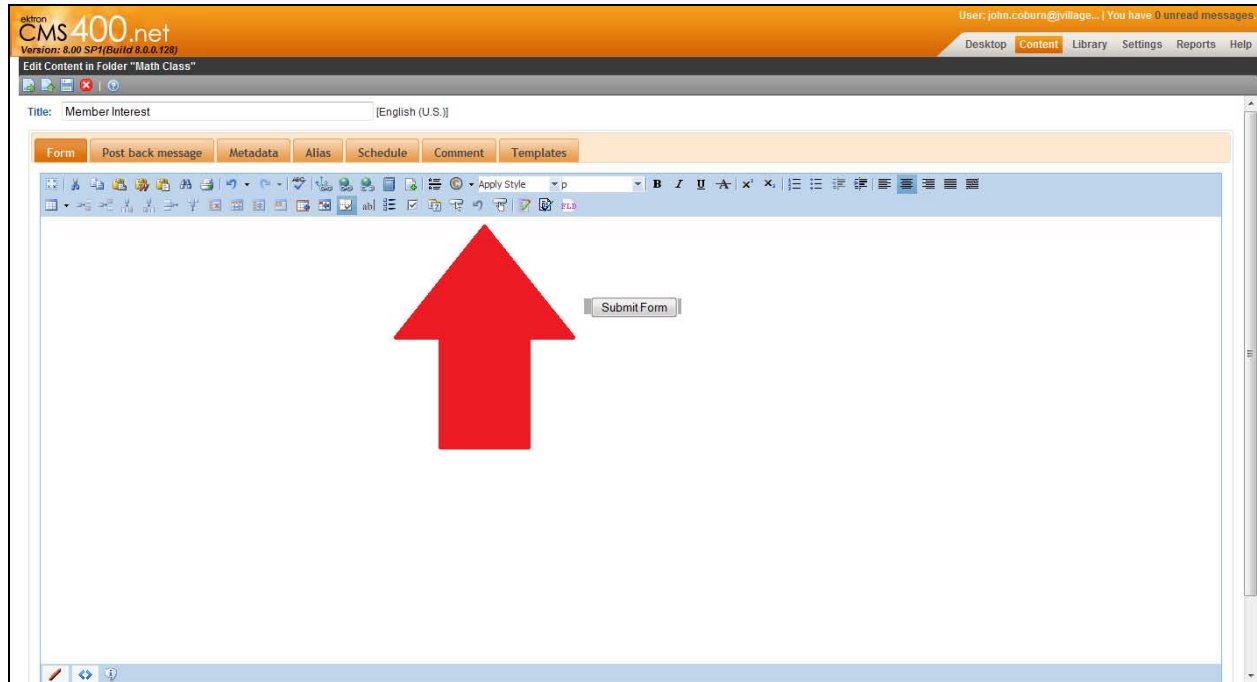
Thank you for filling out our form! Our member committee will get back yo you ASAP!

Now click DONE and we’ll start editing our form!



v 2

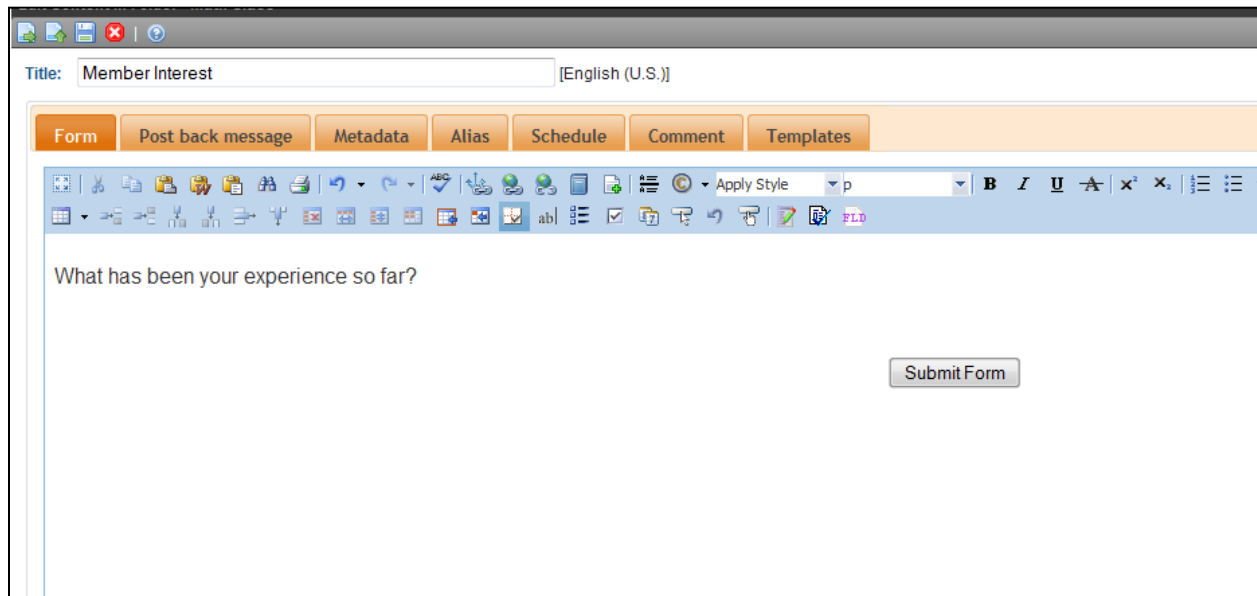
The first thing to notice is that this is a lot like a regular page, you can edit, link and add everything you can on any other page. The only real difference is the extra menu items that allow us to add fields that can be reported to a database.



Let's look at each button and the form option it makes



The first option is TEXT FIELD, this is used to generate an open text field for long form answers. The button will NOT add the text BEFORE the field, so we need to type that in...



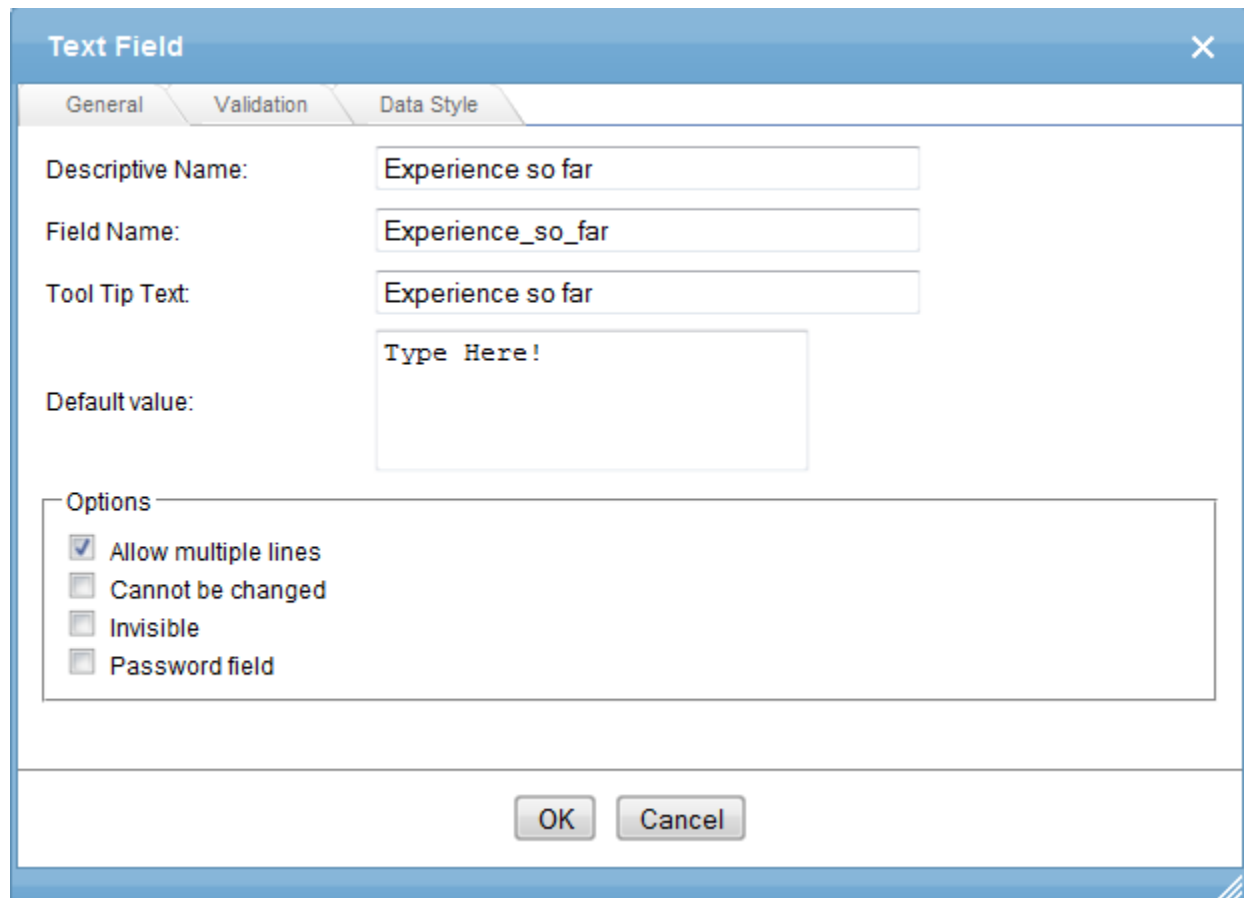
Title: Member Interest [English (U.S.)]

Form Post back message Metadata Alias Schedule Comment Templates

What has been your experience so far?

Submit Form

Then click the text field button to add a box they can respond in!



Text Field

General Validation Data Style

Descriptive Name: Experience so far

Field Name: Experience_so_far

Tool Tip Text: Experience so far

Default value: Type Here!

Options

- ☒ Allow multiple lines
- ☐ Cannot be changed
- ☐ Invisible
- ☐ Password field

OK Cancel



v 2

We see we just need to give it a descriptive name, and we can allow multiple lines and even give them some starter text under default value, if we want! Then click OK when you're done!

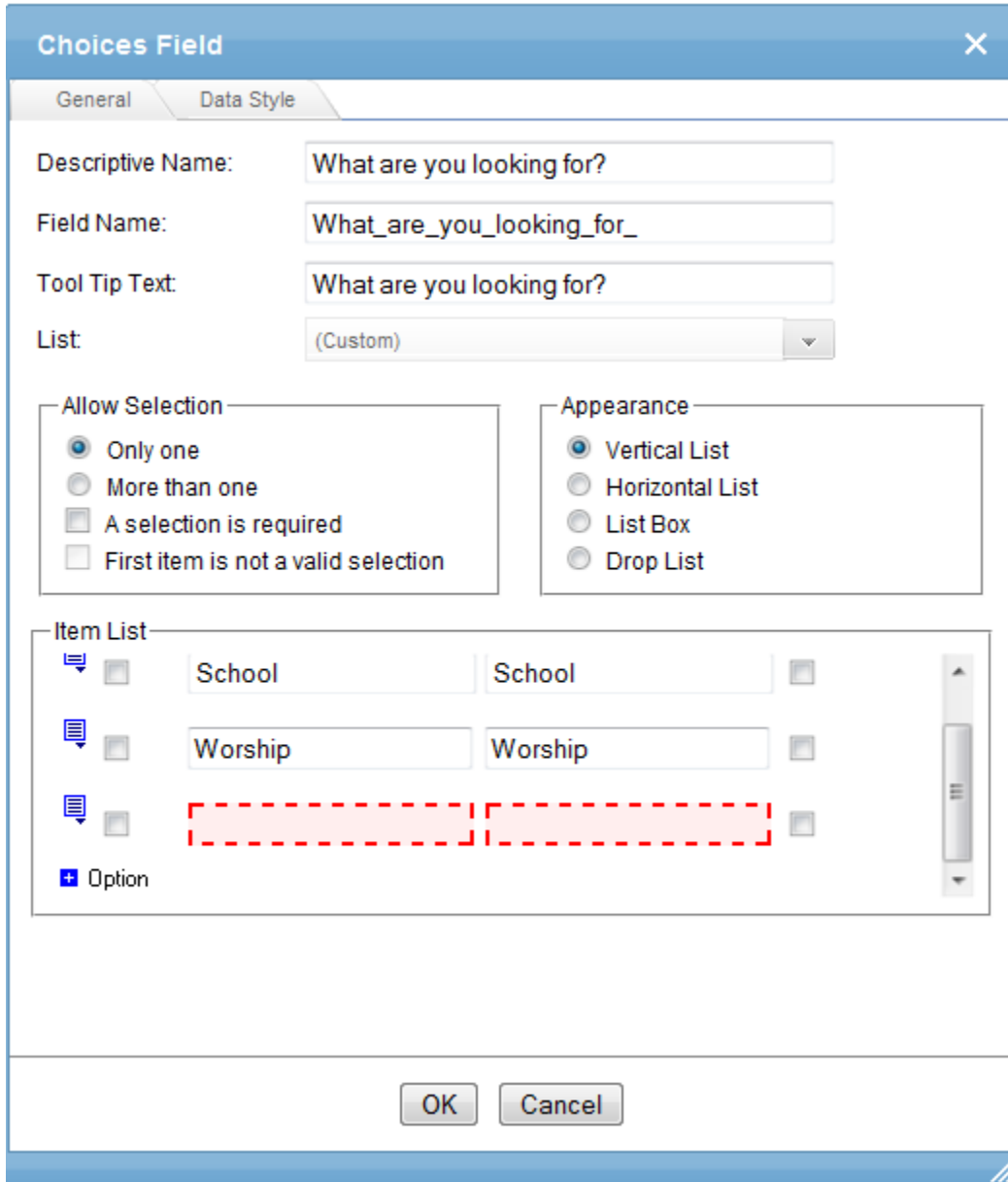
Our next option is CHOICES FIELD



This allows us to give the user multiple options to pick from! Again, we need to type the starter text, and then click the button to make the choices.

The screenshot shows the CMS400.net web interface. At the top, there's a header with the CMS400.net logo and version information (8.00 SP1/Build 8.0.0.128). The user is logged in as 'john.coburn@village...'. The main content area is titled 'Edit Content in Folder "Math Class"'. Below this, there's a tabbed interface with tabs for 'Form', 'Post back message', 'Metadata', 'Alias', 'Schedule', 'Comment', and 'Templates'. The 'Form' tab is currently selected. The form itself has a title 'Member Interest' and a language dropdown set to 'English (U.S.)'. The form contains two text input fields: 'What has been your experience so far?' and 'What are you looking for?'. A 'Submit Form' button is located at the bottom right of the form area.

Here we have a BUNCH of options! Let's look at them all one by one.



Choices Field

General Data Style

Descriptive Name: What are you looking for?

Field Name: What_are_you_looking_for_

Tool Tip Text: What are you looking for?

List: (Custom)










Allow Selection

- ☒ Only one
- ☐ More than one
- ☐ A selection is required
- ☐ First item is not a valid selection

Appearance

- ☒ Vertical List
- ☐ Horizontal List
- ☐ List Box
- ☐ Drop List

Item List

		School	School	
		Worship	Worship	
				


+ Option

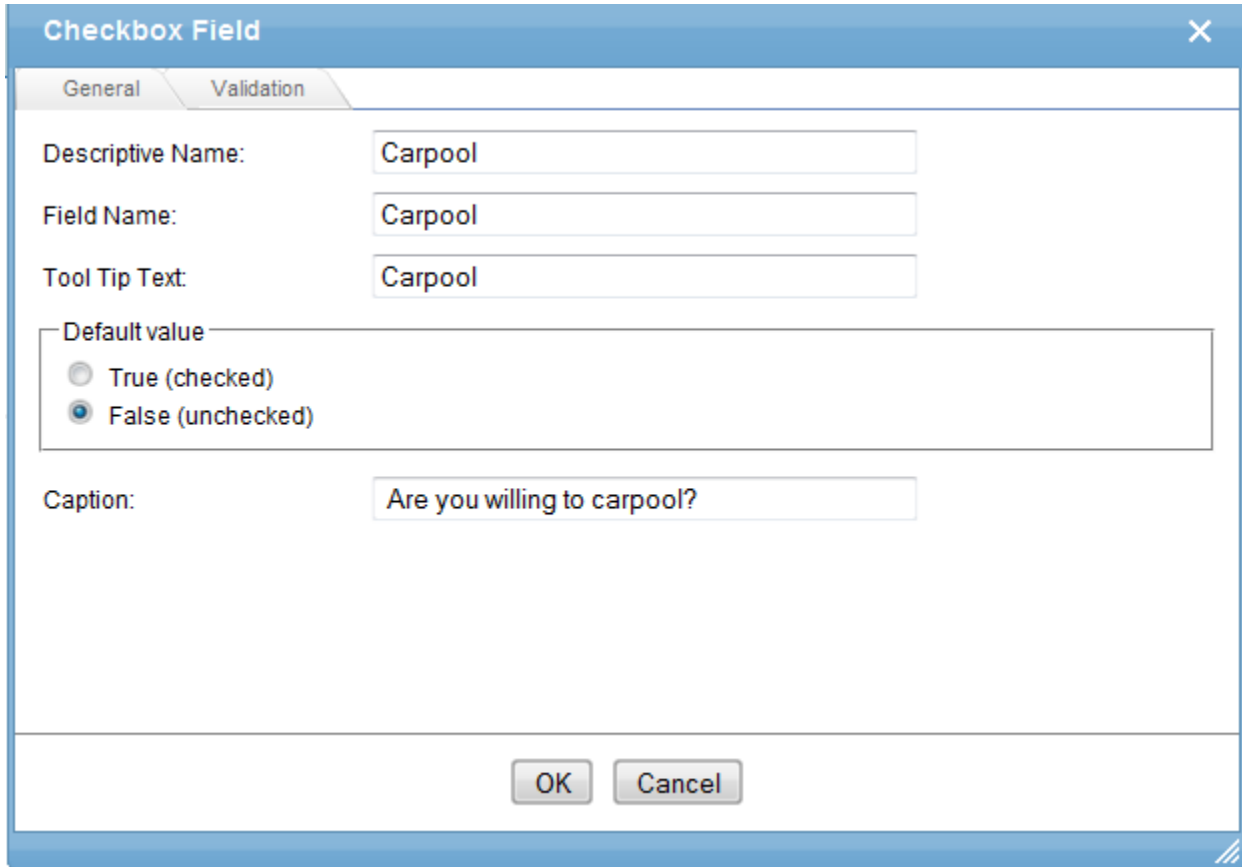
OK Cancel

We need to start with the descriptive name, but after that we notice we have a lot of options, starting with LIST. The default is a custom list, but under that drop down are common things like US STATES and LANGUAGES if you're making a form that needs those. Our next option is ALLOW SELECTION, which allows you to set the parameters for this form item. You can make a selection required for the form, and allow multiple items to be selected here. APPEARANCE allows you to select the look of the choices, they can appear as a vertical list, horizontal list, a list box (scroll box) or a drop down menu.

After we decide all of that, we need to add each item we want to be choices, by putting the name (as we want it to appear to the user) in the first box and the description (how it will show up in the

report) in the second. These are usually the same. If you need more options, just click the + sign next to the word option at the bottom and a blank item will pop up! For our purposes we'll do a vertical list.

Our next button option is  CHECK BOX FIELD. This is as simple as it sounds, a one question yes or no option with a check box.



This time the Caption text will follow the check box, so no need to type anything before hand.

Our next field is CALENDAR FIELD . This allows the user to pick a date.

Calendar Field

General

Validation

Data Style

Descriptive Name:

Visit

Field Name:

Visit

Tool Tip Text:

Visit


Default value:

Tue, Sep 21, 2010

OK

Cancel

Once we have our info entered, we just hit OK!

The remaining buttons  are INSERT BUTTON which needs html to title so it's not used as much, ADD RESET which lets you put a button the user can use to reset all form data and ADD SUBMIT which you'll only need if you delete the submit button the form starts with.

We're almost done! But there's one VERY important step left, we need to click the TEMPLATES tab and set the template to FORMS or we won't be able to see this!



v 2

ektron CMS400.net
Version: 8.00 SP1 (Build 8.0.0.128)

User: john.coburn@village... | You have 0 unread messages

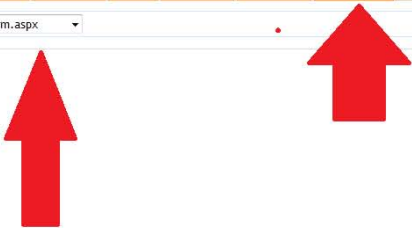
Desktop **Content** Library Settings Reports Help

Edit Content in Folder "Math Class"

Title: Member Interest [English (U.S.)]

Form Post back message Metadata Alias Schedule Comment **Templates**

Template: form.aspx





v 2

FORM EMAIL ADDRESS

After that, we publish, and then we need to decide where this information is going! So let's go back to the folder that has the form in it, and click on VIEW

The screenshot shows the CMS400.net interface. The left sidebar displays a folder tree with 'Math Class' selected. The main area shows the 'View Contents of Folder "Math Class"' page. A table lists items with columns: Title, Language, ID, Status, Date Modified, and Last Editor. The 'Overview' item is selected, and a context menu is open with the 'View' button highlighted by a red arrow.

Title	Language	ID	Status	Date Modified	Last Editor
General Demographic Survey	English	2147483707	I	9/21/2010 10:01:23 AM	Coburn, John
Grade One	English	2147483701	A	9/21/2010 10:01:24 AM	Coburn, John
Grade Three	English	2147483702	A	9/21/2010 10:01:25 AM	Coburn, John
Grade Two	English	2147483703	A	9/21/2010 10:01:26 AM	Coburn, John
Member Interest	English	2147483708	A	9/21/2010 12:41:25 PM	Coburn, John
Overview	English	2147483700	A	9/21/2010 10:01:27 AM	Coburn, John

View Forms "Member Interest"

View: English (U.S.)

Properties Form Post back message

Form Title: Member Interest

Form ID: 2147483708

Status: Approved (Published)

Description: A form for potential members

Form Data: ✖Mail ✔Database ✔Autofill form values

Assign Task To: john.coburn@jvillagenetwork.com

Content Properties

Content Title: Member Interest

Content ID: 2147483708

Status: Approved (Published)

Last Editor: John Coburn

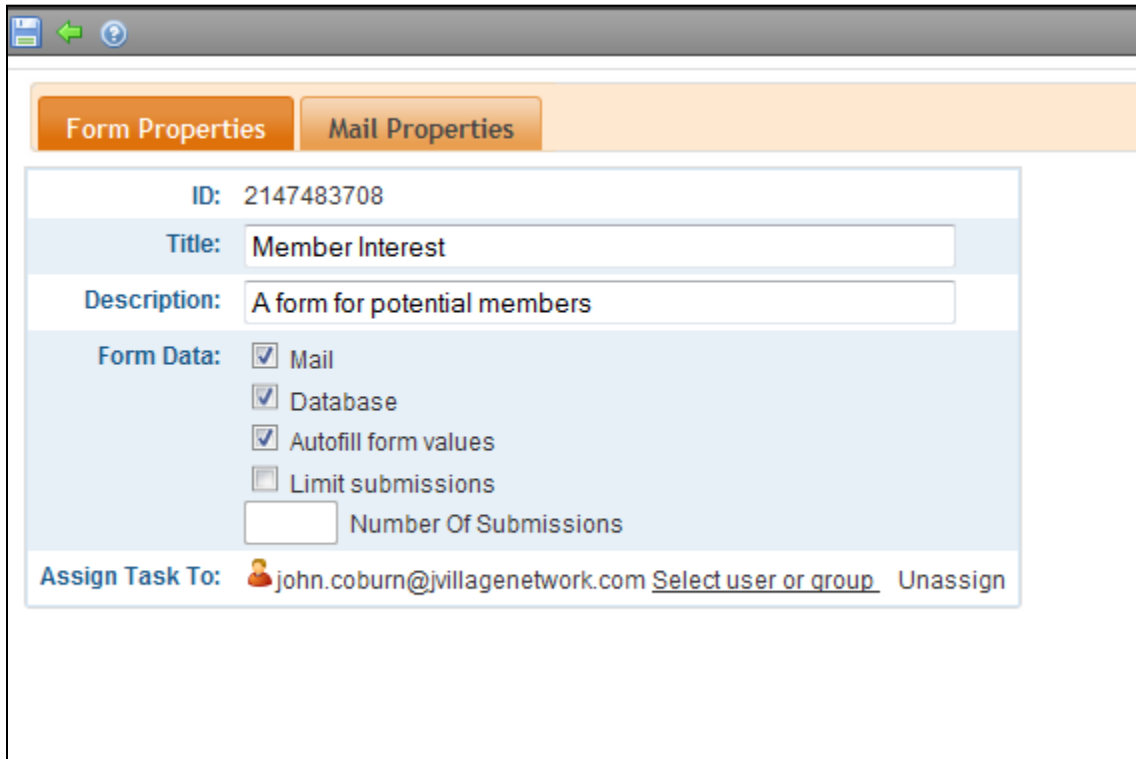
Start Date: [None Specified]

End Date: [None Specified]

Action on End Date: [None Specified]

Date Created: 9/21/2010

Click the third option, EDIT PROPERTIES




Form Properties **Mail Properties**

ID: 2147483708

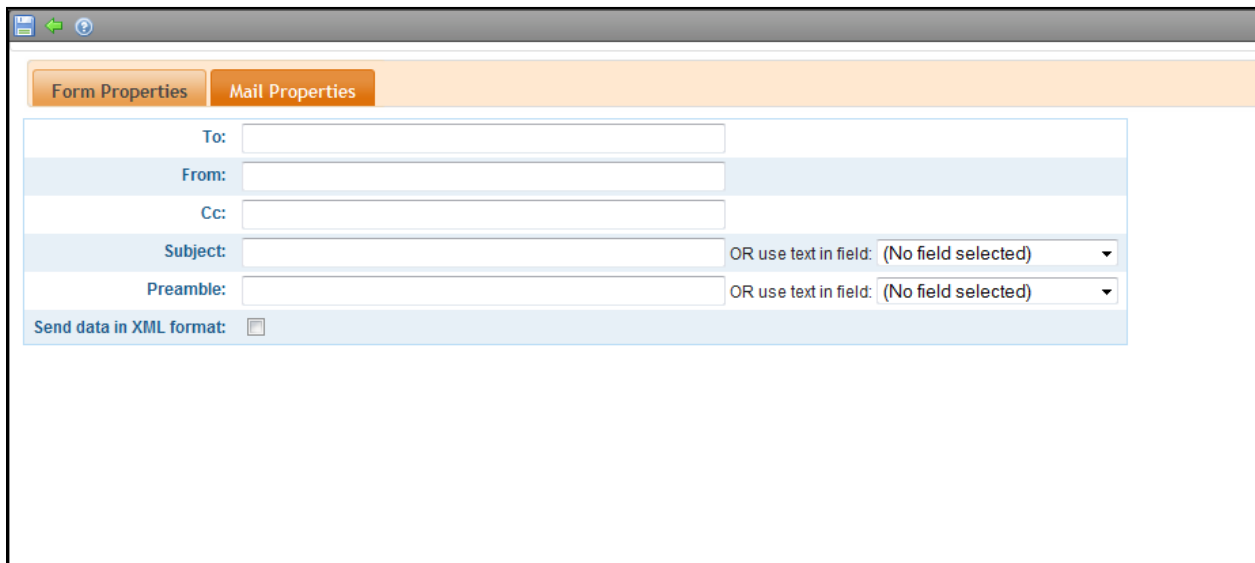
Title: Member Interest

Description: A form for potential members

Form Data: ☒ Mail
☒ Database
☒ Autofill form values
☐ Limit submissions
 Number Of Submissions

Assign Task To:  john.coburn@jvillagenetwork.com [Select user or group](#) Unassign

Make sure the MAIL option is checked then click the MAIL PROPERTIES tab up top



Form Properties **Mail Properties**

To:

From:

Cc:

Subject: OR use text in field: (No field selected) ▼

Preamble: OR use text in field: (No field selected) ▼



Send data in XML format: ☐

Here you can set who the form gets mailed to, and what subject is has when it arrives.



v 2

Now we have our form, and have it set to go to the right place!

	<p>What has been your experience so far?</p> <div></div> <p>What are you looking for</p> <p><input type="radio"/> School</p> <p><input checked="" type="radio"/> Worship</p> <p><input type="radio"/> Community</p> <p><input checked="" type="checkbox"/> Are you willing to carpool?</p> <p>What day works best for a visit? Thursday, September 30, 2010  </p> <p><input type="button" value="Submit Form"/></p>	
--	---	--



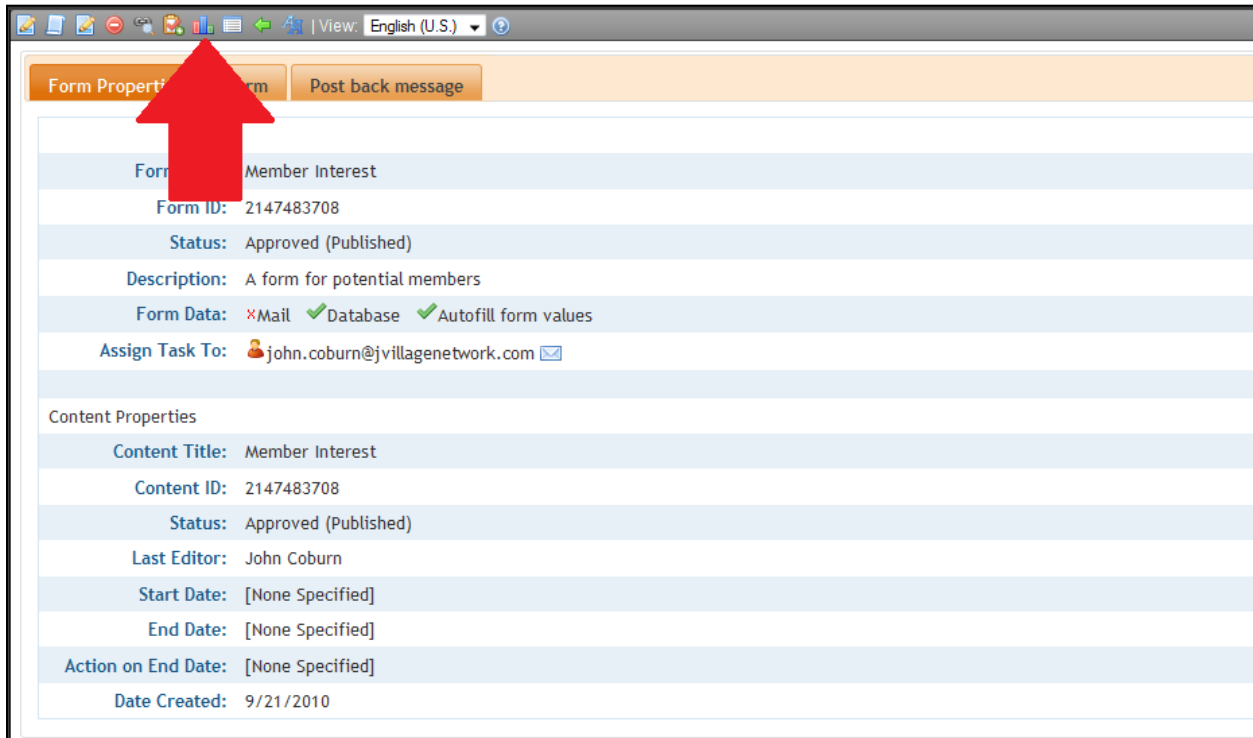
FORM REPORTING

But what if it's just reporting to the database? How do we get our information? We start by going back to the back end, and opening the folder with our form in it, and select VIEW.

The screenshot shows the CMS400.net web interface. The top navigation bar includes 'Desktop', 'Content', 'Library', 'Settings', 'Reports', and 'Help'. The user is logged in as 'john.coburn@village...'. The left sidebar shows a tree view of folders, with 'Math Class' selected. The main area displays a table of contents for the 'Math Class' folder. A context menu is open over the 'TEST FORM' entry, showing options: 'View', 'Edit', 'View Properties', and 'Check-In'.

Title	Language	ID	Status	Date Modified	Last Editor
General Demographic Survey	English	2147483707	I	9/21/2010 10:01:23 AM	Coburn, John
Grade One	English	2147483701	A	9/21/2010 10:01:24 AM	Coburn, John
Grade Three	English	2147483702	A	9/21/2010 10:01:25 AM	Coburn, John
Grade Two	English	2147483703	A	9/21/2010 10:01:26 AM	Coburn, John
Member Interest	English	2147483708	O	9/21/2010 1:48:58 PM	Coburn, John
Overview	English	2147483700	A	9/21/2010 10:01:27 AM	Coburn, John
TEST FORM	English	2147483711	A	9/21/2010 1:28:18 PM	Coburn, John

Under view we'll see an option that's REPORT



Form Properties | Form | Post back message

Form ID: 2147483708

Status: Approved (Published)

Description: A form for potential members

Form Data: ✖ Mail ✔ Database ✔ Autofill form values

Assign Task To: john.coburn@jvillagenetwork.com

Content Properties

Content Title: Member Interest

Content ID: 2147483708

Status: Approved (Published)

Last Editor: John Coburn

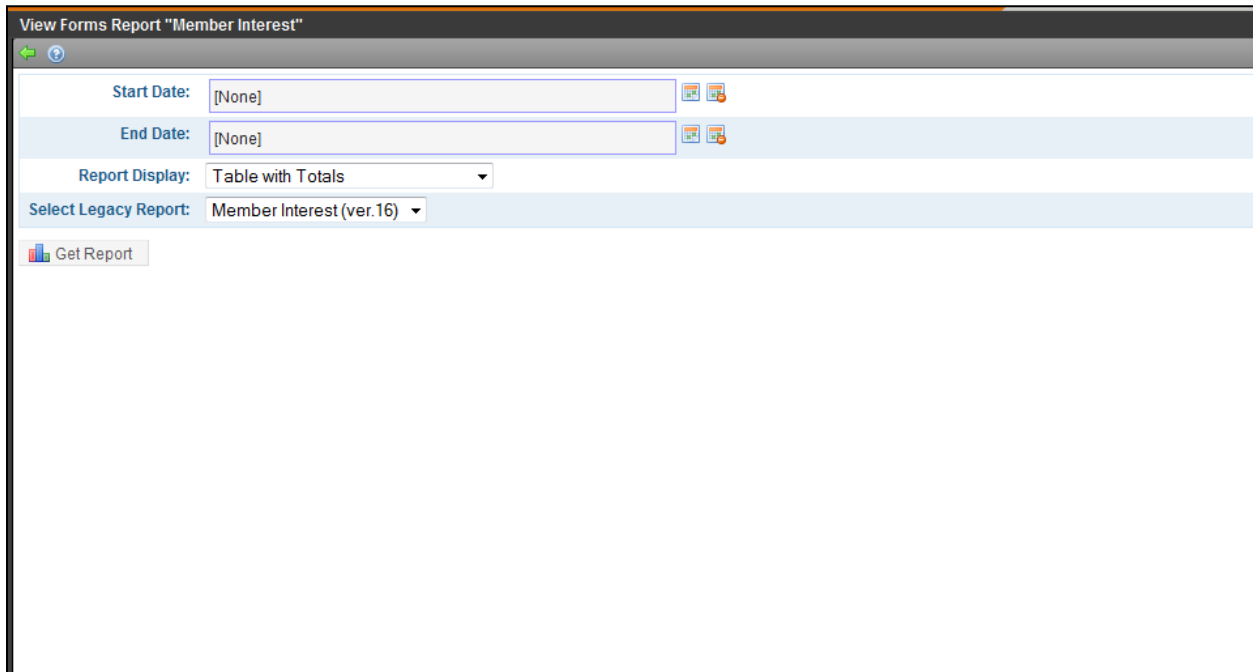
Start Date: [None Specified]

End Date: [None Specified]

Action on End Date: [None Specified]

Date Created: 9/21/2010

Then you can pick a date range or leave it blank for all the info. You can also pick how you want your information to display. After that, click GET REPORT.



View Forms Report "Member Interest"

Start Date: [None]

End Date: [None]

Report Display: Table with Totals

Select Legacy Report: Member Interest (ver.16)

Get Report



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Now you'll see that all the forms that have been filled out are represented here! Click on export on the bottom to get an Excel sheet of the data to your computer.

akron CMS400.net Version: 8.00 SP1 (Build 8.0.0.128) User: john.coburn@jvillage... | You have 0 unread messages

Desktop Content Library Settings Reports Help

View Forms Report "Member Interest"

End Date: [None]

Report Display: Table with Totals

Select Legacy Report: Member Interest (ver. 16)

Get Report

(Delete)	ID	Submitted By	Date Submitted	Experience so far	What are you looking for? School Worship Community	Are you willing to carpool?	Visit
<input type="checkbox"/>	2147483671	Coburn, John	9/21/2010 1:44:36 PM	Wonderful!	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	Thursday, September 30, 2010
<input type="checkbox"/>	2147483670	anonymous	9/21/2010 1:42:57 PM	Great!	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	Saturday, October 23, 2010
<input type="checkbox"/>	2147483669	anonymous	9/21/2010 1:42:35 PM	Pretty Good!	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	Thursday, October 14, 2010
<input type="checkbox"/>	2147483668	anonymous	9/21/2010 1:42:08 PM	Great!	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	Saturday, September 25, 2010
<input type="checkbox"/>	2147483667	Coburn, John	9/21/2010 1:41:26 PM	Wonderful!	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	Thursday, September 30, 2010
<input type="checkbox"/>	2147483666	anonymous	9/21/2010 10:09:58 AM		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2147483665	anonymous	9/21/2010 10:09:09 AM		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2147483664	Coburn, John	9/21/2010 10:08:20 AM		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2147483663	Coburn, John	9/21/2010 10:07:50 AM		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	
Total:					1 3 1	4	
Average (9 rows):					11.11% 33.33% 11.11%	44.44%	

Export Report

Folders: symPOC.jvillagenetwork.com, About Us, Content, Pages, School, Math Class, Social Action

Taxonomies, Collections, Menus

And that's about it! Have fun making forms!



The screenshot shows the Jvillage CMS interface. At the top left, the logo 'Jvillage' is displayed with the tagline 'Building the Future of Learning'. Below it, the version number 'Version: 5.01 SP1 (Build 8.0.1.007)' is shown. On the top right, the user information 'User: john.coburn@Millage...' and 'You have 0 unread messages' is visible. The main navigation bar includes 'Desktop', 'Content' (which is the active tab), 'Library', 'Settings', 'Reports', and 'Help'.

The central area is titled 'View Contents of Folder "Root"'. It features a toolbar with 'New', 'View', 'Action', and a search icon. Below the toolbar is a table with the following columns: 'Title', 'Content Type', 'Language', 'ID', 'Status', 'Date Modified', and 'Last Editor'. The table is currently empty.

On the left side, there is a 'Folders' panel. It shows a tree structure of folders under the 'alef.jvillagenetwork.com' site. The folders listed are: 'About Us', 'Engagement', 'Home', 'Lifelong Learning', 'Our Community', 'Sitewide', 'Worship', and 'Shared Content'. A red arrow points to the 'Engagement' folder.

At the bottom of the interface, there are three expandable sections: 'Taxonomies', 'Collections', and 'Menus', each with a right-pointing arrow.

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Version: 8.01 SP1 (Build 8.0.1.007)

User: john.coburn@jvillage... | You have: 0 unread messages

Desktop **Content** Library Settings Reports Help

View Contents of Folder "Home"

Folders

- alef.jvillagenetwork.com
 - About Us
 - Engagement
 - Home**
 - Lifelong Learning
 - Our Community
 - Sitewide
 - Worship
 - Shared Content

Taxonomies

Collections

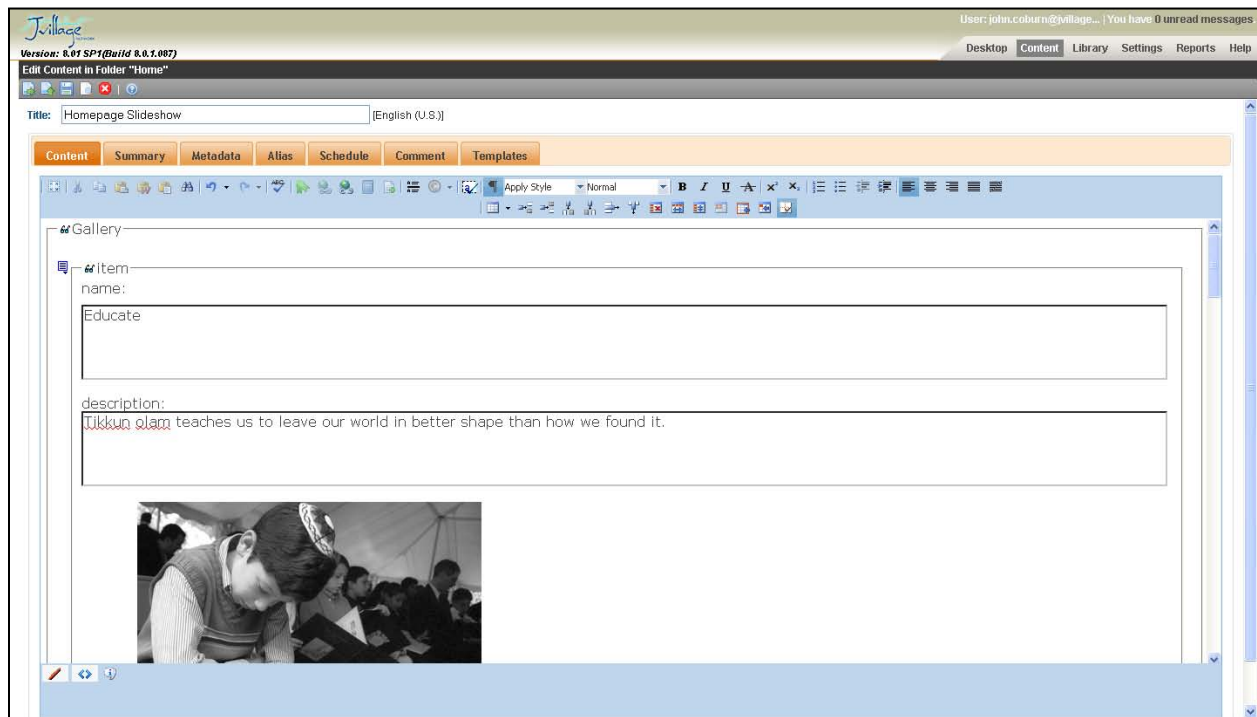
Menus

Title	Content Type	Language	ID	Status	Date Modified	Last Editor
Design Styles	HTML Content	English	15032385713	A	10/11/2010 9:14:11 PM	Walker, Adam
Holiday Kits	HTML Content	English	15032385661	A	10/6/2010 9:28:00 PM	Walker, Adam
Home - bottom left	HTML Content	English	8589934676	O	10/21/2010 10:24:44 AM	Yaschik, Mark
Home - bottom right	HTML Content	English	8589934677	I	10/15/2010 2:00:30 PM	Rabin, Adam
Home - Spotlight	HTML Content	English	8589934675	A	10/13/2010 5:01:23 PM	Rabin, Adam
Home - Welcome	HTML Content	English	15032385793	A	10/25/2010 12:59:24 PM	Kanarick, Mike
Homepage Slideshow	SmartForm Slideshow	English	8589934602	A	10/18/2010 2:16:14 PM	Yaschik, Mark
Index	Page Layout	English	15032385681	A	10/14/2010 12:18:29 PM	Rabin, Adam

In that folder, click on the object titled HOMEPAGE SLIDESHOW and choose EDIT.



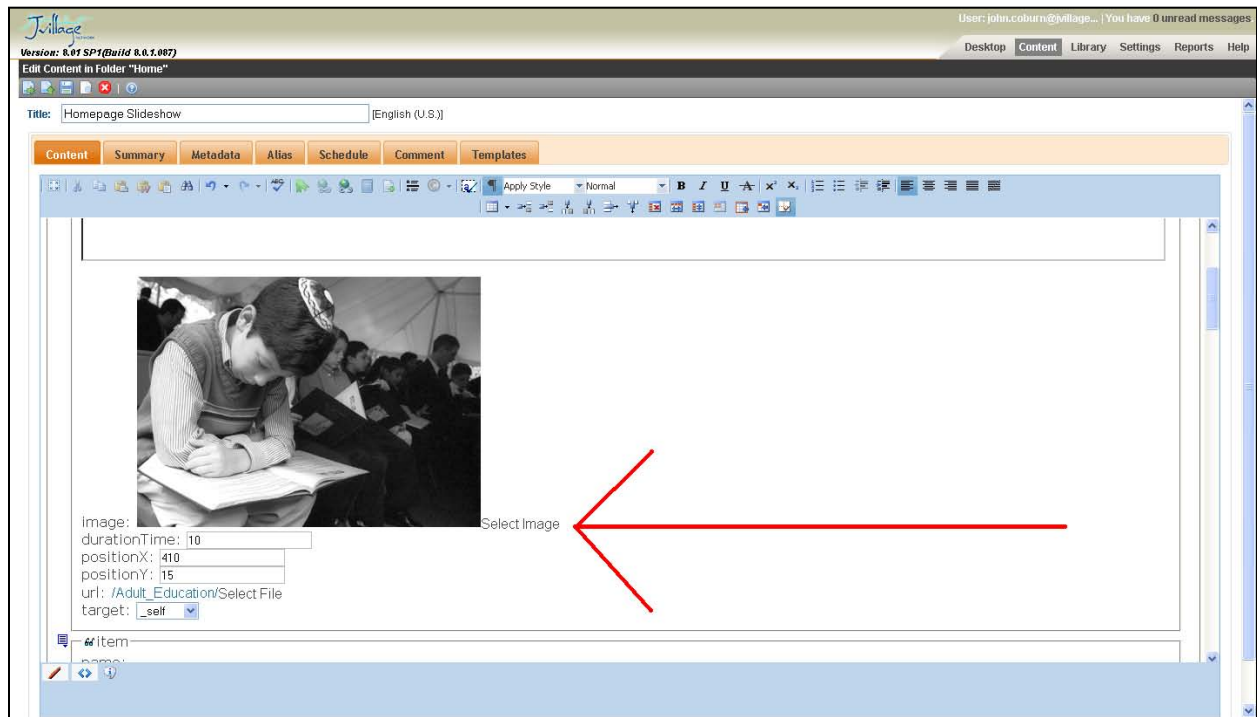
v 2



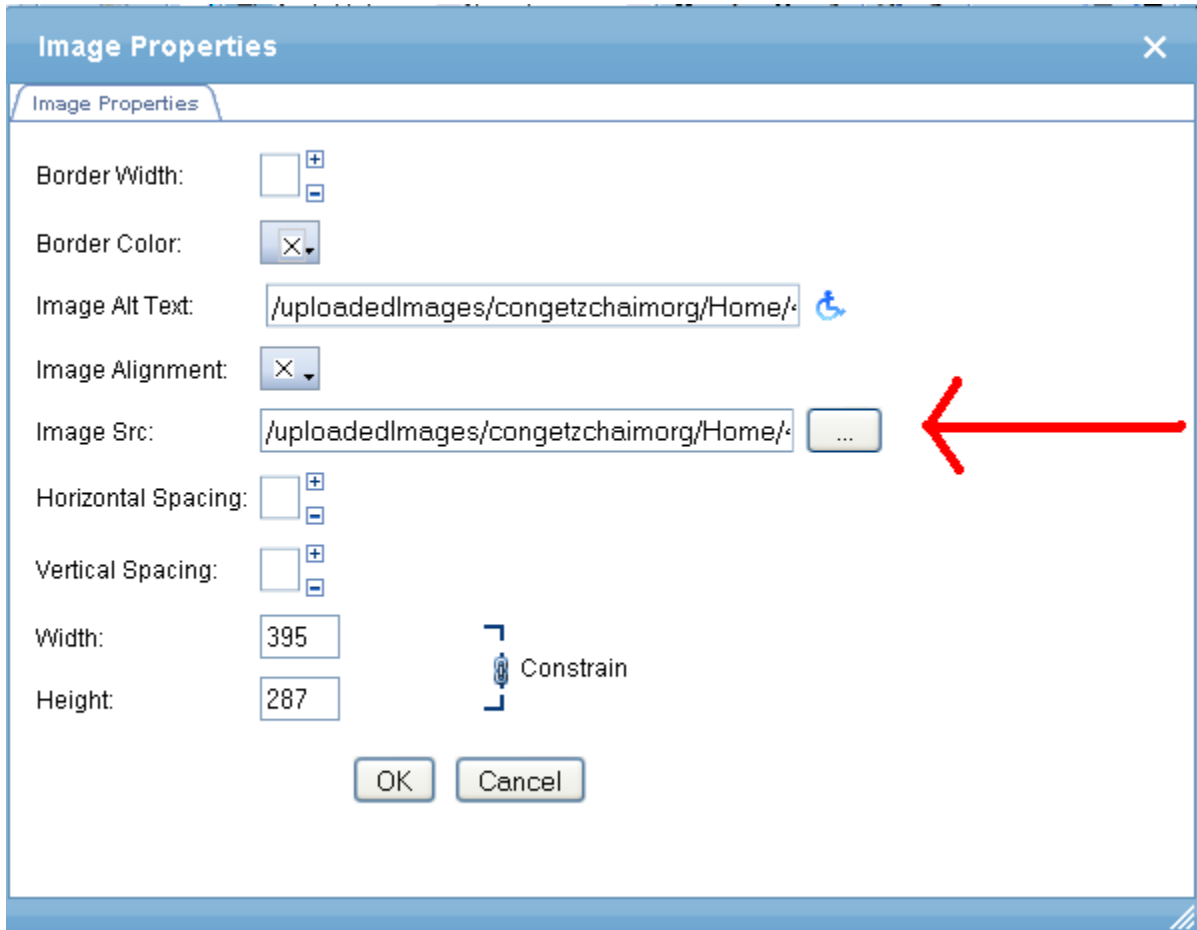
Here we see several large boxes called ITEMS each holding a picture and text boxes. As you might have guessed, these are each a slide!

The box titled NAME is the text that will appear as the title in your slide

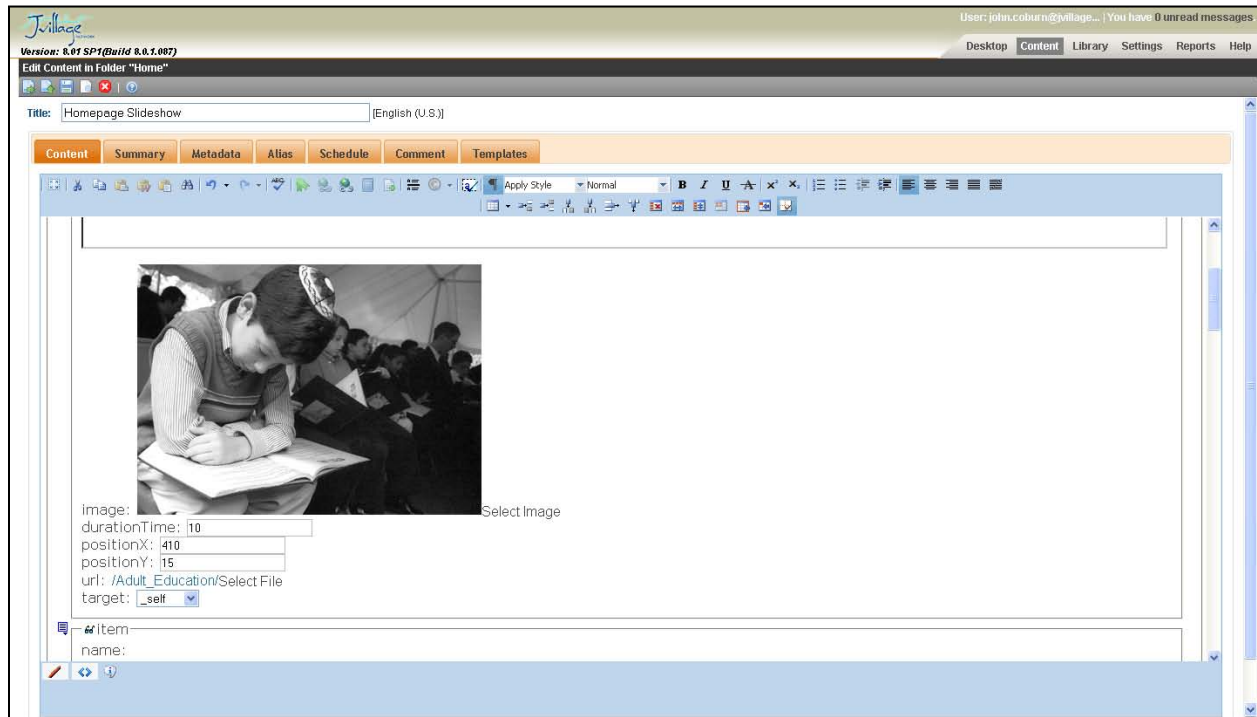
The box titled DESCRIPTION is the body of the text that will accompany the slide.



To change the picture, click the SELECT IMAGE text next to the photo. This will bring up our IMAGE PROPERTIES BOX.



In this box we use the small grey button next to the IMAGE SRC field to browse for our file. Once we upload it, it should show up back in our ITEM form.



Beneath our picture we have more fields we can set;

DURATION TIME: the number of seconds the slide will display

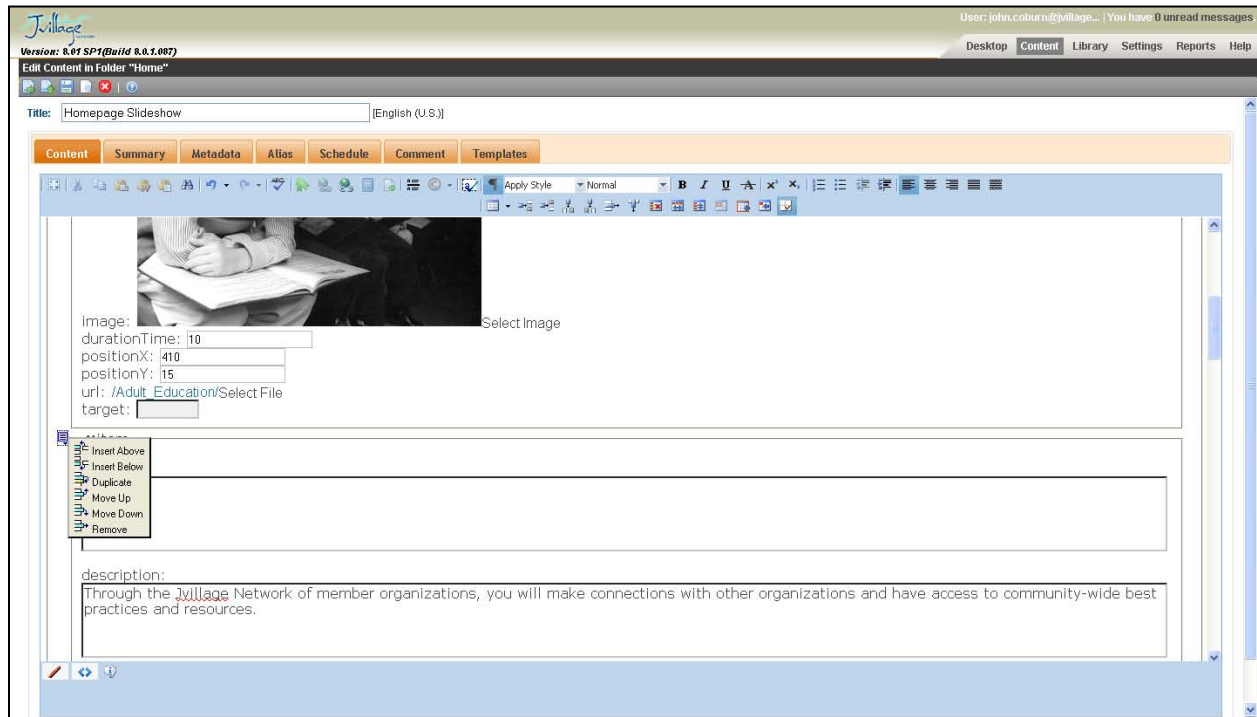
POSITION Y and POSITION X are the coordinates the text will display, so you usually won't use these.

URL: Choose the page the slide will lead the user to when clicked

TARGET: if the URL is on your site, set to PARENT, if it's off site, set to BLANK



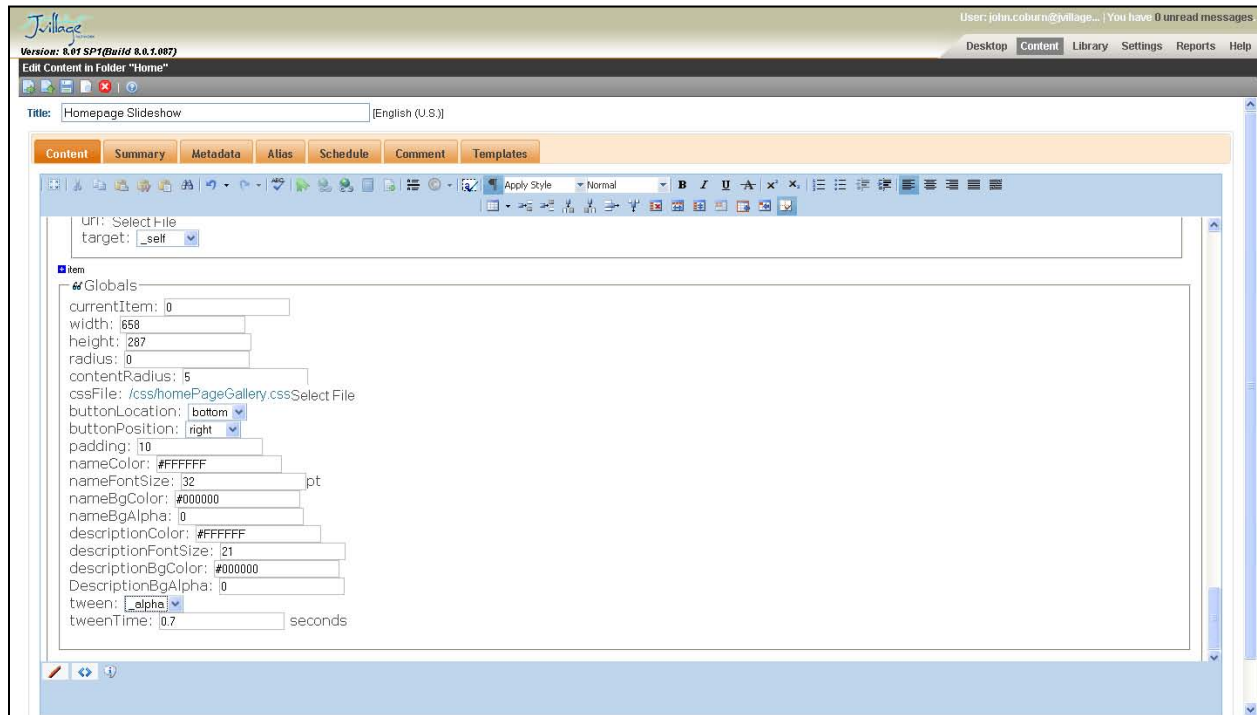
v 2



If you want to add another slide entirely, click the little blue piece of paper on the left of any of the existing items, and you'll be asked if you want to add it below or above. You can also use this menu to move, erase, and duplicate slides.



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Beneath all of this is the GLOBAL SETTINGS, these are not to be edited without the guidance of your project manager or the support team.

That's all there is to it!



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COMMUNITY AREA

OVERVIEW

Below is an average profile of an average member that shows the variety of options open to the average community member. We'll go through each area and tell you what options are open to the user.



Here at the top we have the user's profile picture, their time zone, and a link to view their profile (Or edit profile if the user is logged in and viewing their own profile).



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BASIC OPTIONS

YOUR Synagogue

Calendar Volunteer Donate Marketplace Contact Us My Profile Logout

Home | About Us

johncoburn

Time Zone: Eastern St

Edit Profile

View My Photo Gallery

You have 1 unread message

Documents

- Workspace
- Marketing Items (5)
- Press Items (6)
- Fantasy Football Pick

Test Doc 4

Test

Test Doc 6

Profile

General Forum Tags Custom Category Activities

*First Name: John

*Last Name: Coburn

*Password:

*Confirm Pwd:

*E-Mail Address: john.coburn@villagenetwork

*Display Name: johncoburn

User Language: English (U.S.)

Address:

Latitude: 0

Longitude: 0

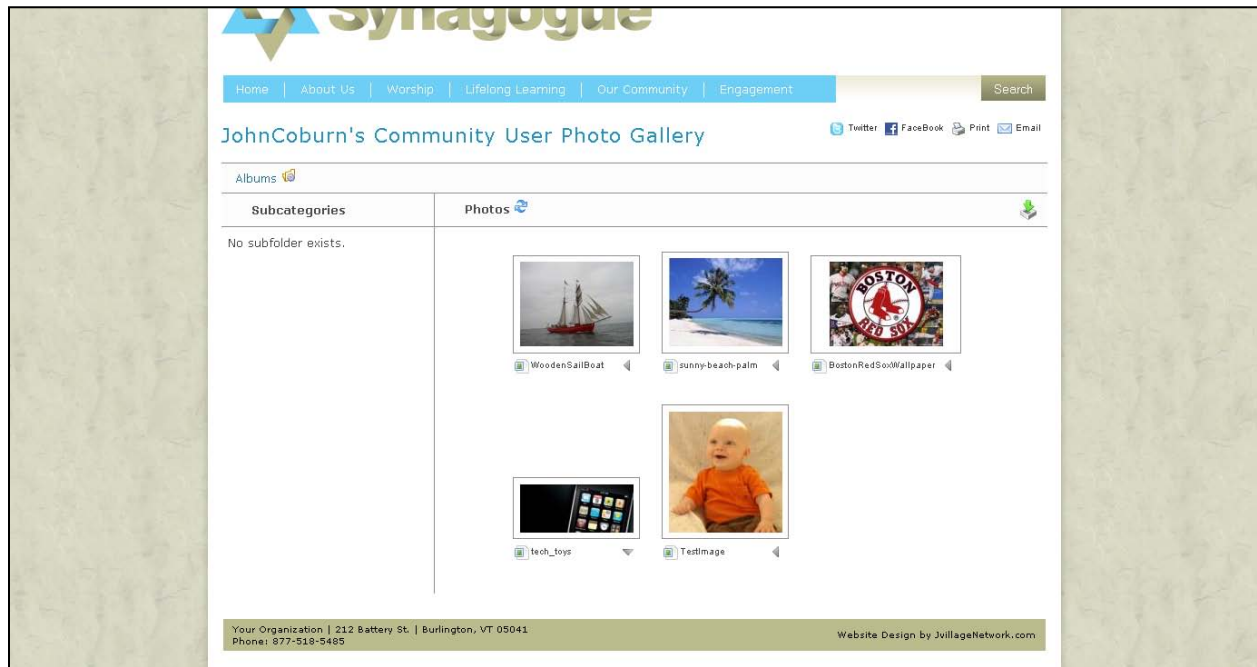
Avatar: /uploadedimages/thumb_01i

[Click to upload your avatar](#)

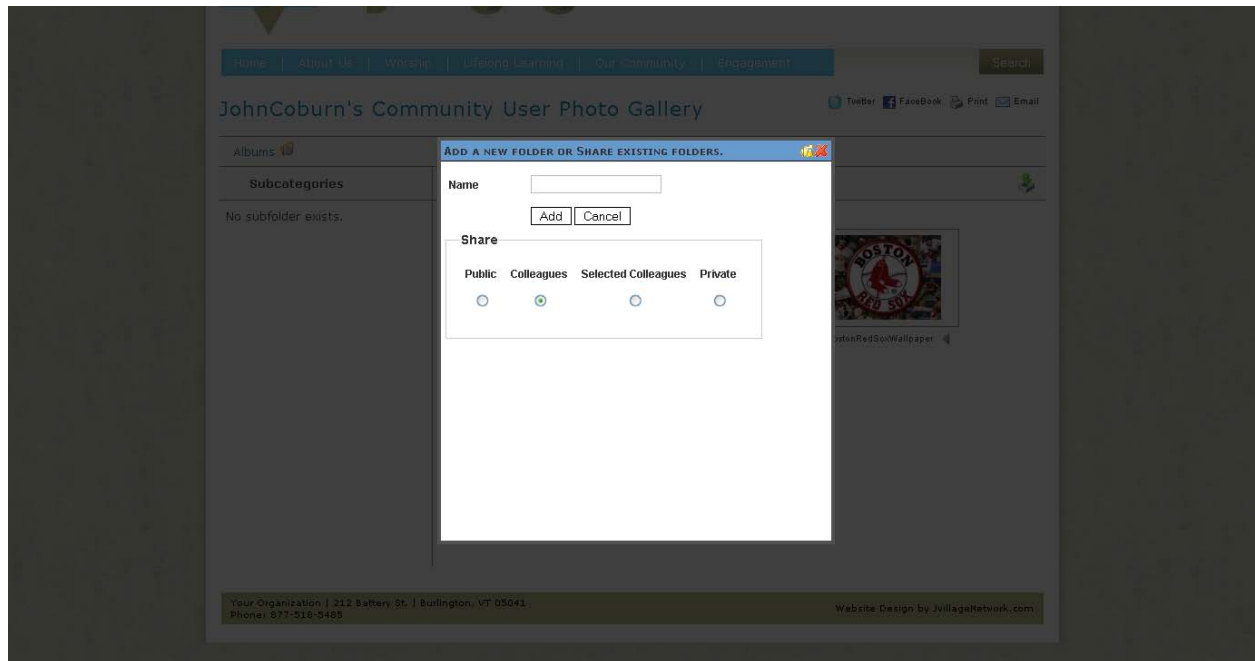
Save Reset

When editing your profile, you see this is where you can change your email, password, profile photo and under the activities tab, you can change what you receiving notifications for.

PHOTO GALLERY



Another option under the top of the profile is USER PHOTO GALLERY. Here is where your user can upload and maintain their individual photo galleries. Too add a photo, click the green arrow in the upper right, to add or manage an album, click the little folder and cog in the upper left.

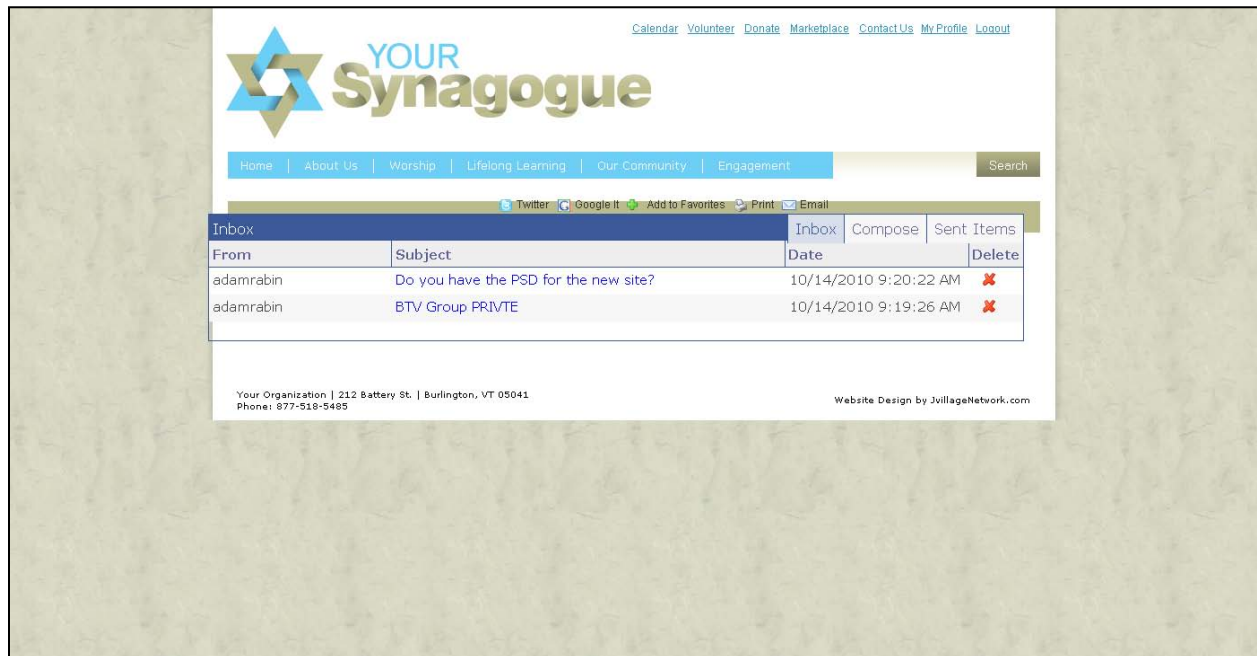


Once here, you can create a new folder and choose the people that have access to it, or if you click the little folder in the upper right you can choose an existing folder and change its permissions.



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MESSAGES



The third field below the profile picture is MESSAGES. If the user logs in and had unread messages, this area will tell them, and will bring them to their inbox. Here users have the options of reading, composing or viewing past messages.


WHAT'S HAPPENING?

What's Happening?

User Search


Text Only 2000 character limit

Update Status




johncoburn: Test Post

12 days ago...



johncoburn: Coffee.....

12 days ago...



johncoburn: Getting things done!

20 days ago...

▶ Replies (2)

Page 1 of 1


The final top option is the WHATS HAPPENING FIELD. Here users can post their status and their approved colleagues can leave replies.

DOCUMENTS

Documents


Workspace

- Marketing Items (5)
- Press Items (6)
- Fantasy Football Picks (1)


Test Doc 4


Modified: 10/14/2010 9:04:29 AM

Test


Test Doc 6


Modified: 10/14/2010 9:04:30 AM

Test


Test Doc 7


Modified: 10/14/2010 9:04:31 AM

Test




Test Document

Modified: 10/14/2010 9:04:38 AM

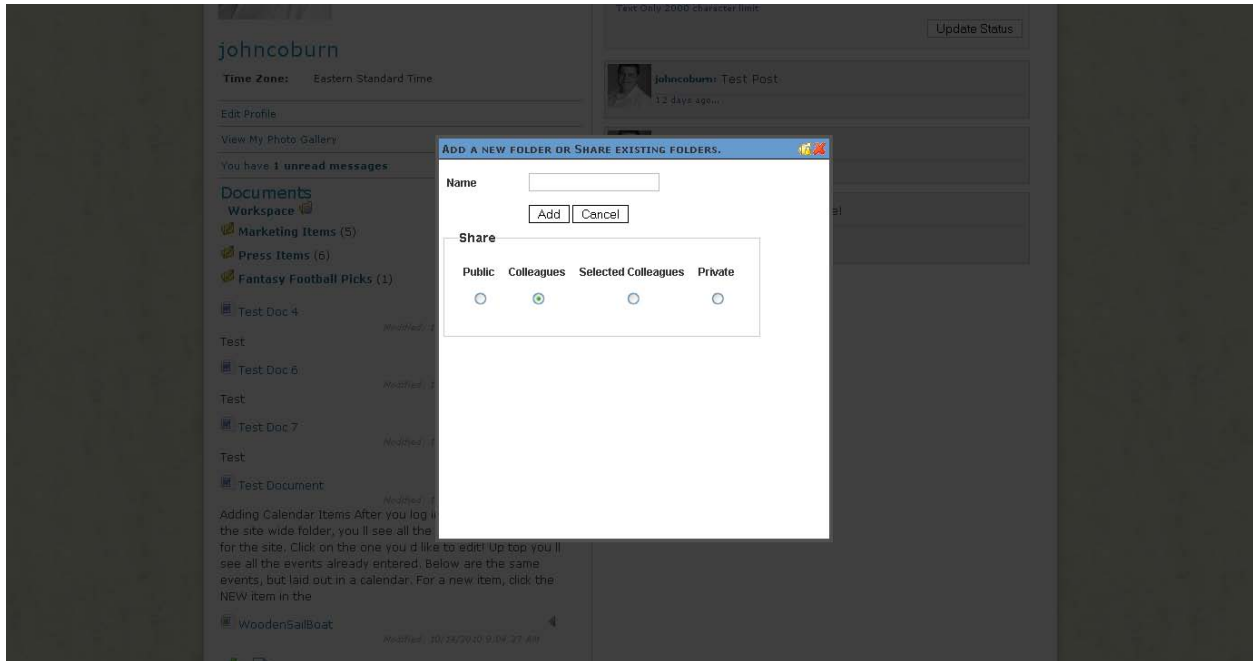
Adding Calendar Items After you log in, on the right under the site wide folder, you ll see all the individual calendars for the site. Click on the one you d like to edit! Up top you ll see all the events already entered. Below are the same events, but laid out in a calendar. For a new item, click the NEW item in the


WoodenSailBoat

Modified: 10/14/2010 9:04:27 AM

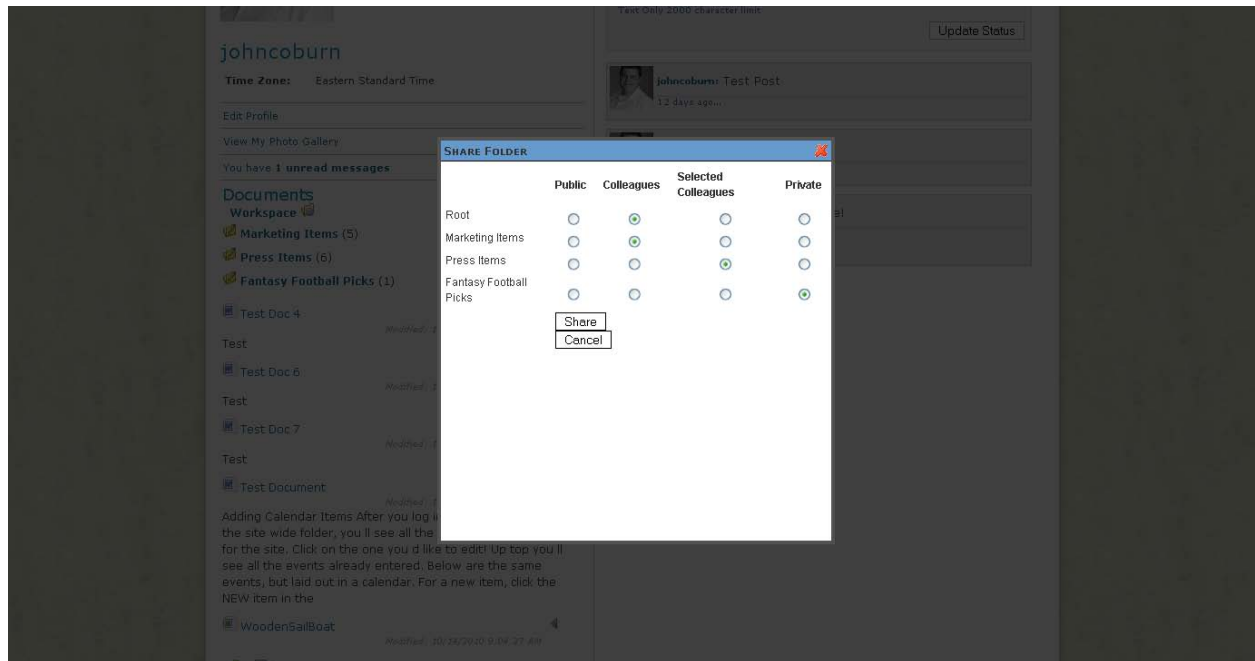
Next up, on the left is the DOCUMENTS AREA. Just like their photo galleries users can upload single and folders of documents and set sharing permissions.



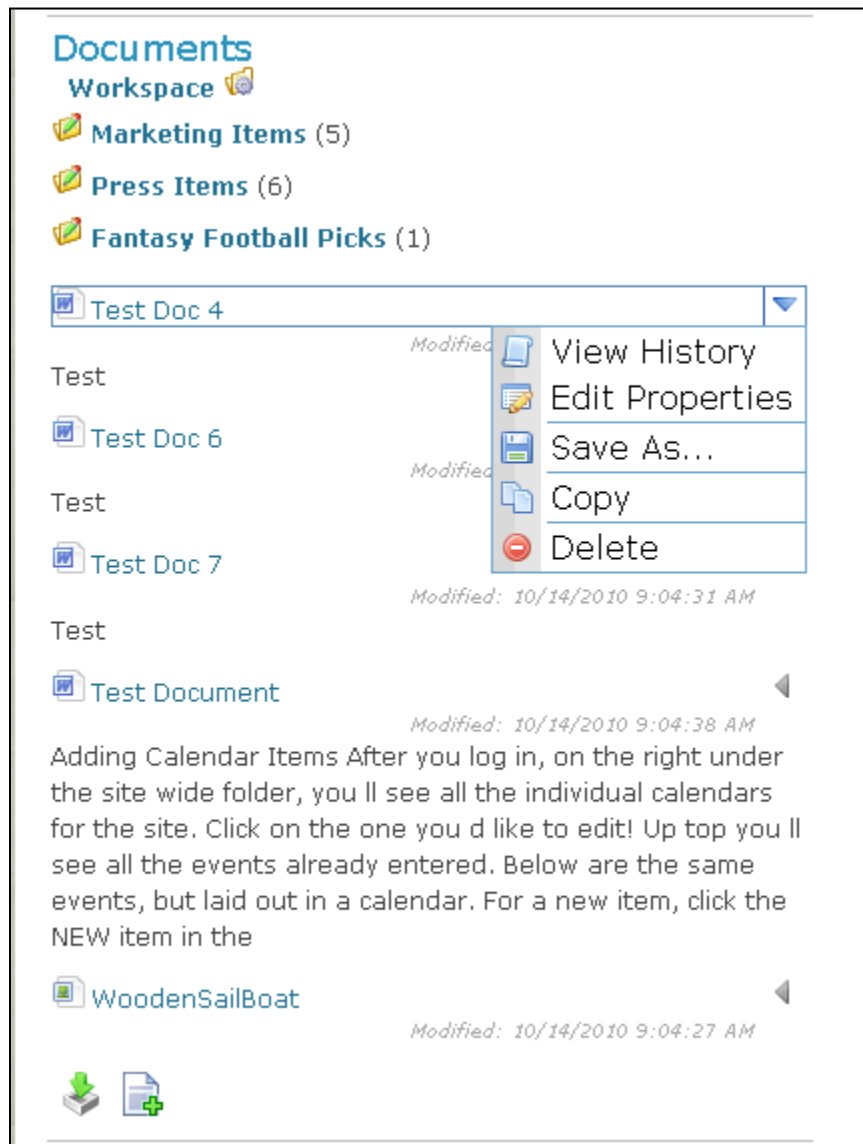
Once again if we click on the small cog and folder next to the WORKSPACE text we have the option to add a new folder, or if we click the folder in the upper right...



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Set the permissions of our existing folders.



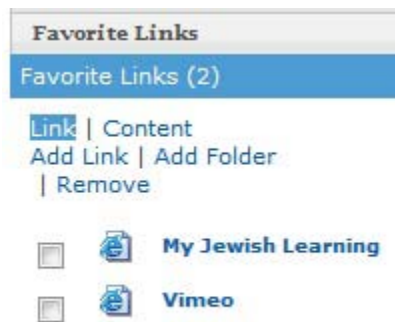
As you see you can also have free standing docs and other file types, with as much description as you want. You can also view the history of that document, edit its properties, save copy and delete it here and in a folder as well.

To upload a file, click the green arrow pointing to a box, to add HTML content (a webpage) click the piece of paper with the green plus sign.



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FAVORITE LINKS



The next section is the FAVORITE LINKS section where the user can add links to pages and sites that they like or are most requested of them. Here because the user is logged in and looking at their own profile, you see the extra editing options.





COLLEAGUES


Colleagues (5)

Colleagues | Pending | Invited

Update | Add Folder | Remove

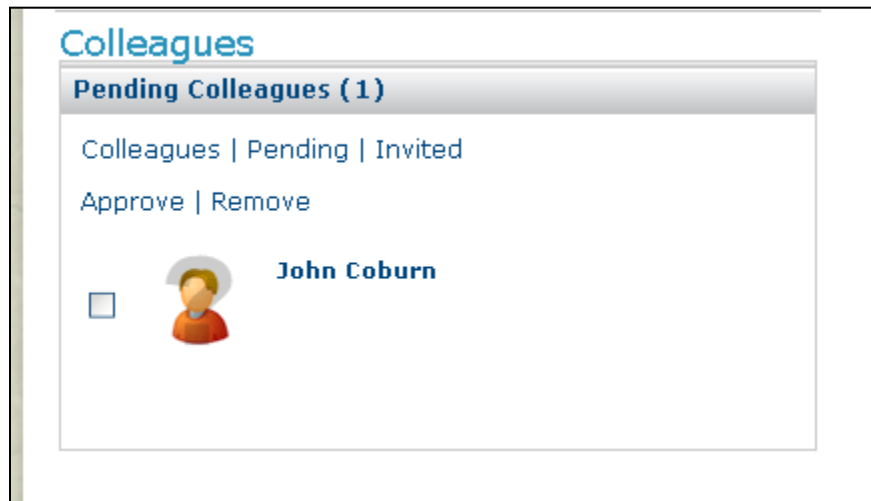
☐  **Joe Shmoe**

☐  **johncoburn**

☐  **Lauren Schechter**

☐  **Mark Yaschik**

Next down the column is the colleagues section. By default this section shows all the already approved colleagues the user has, and if there are pending or invited colleagues the respective heading will be bolded and when the user clicks on it...



They will be brought to their pending requests. They check the box and then decide to either accept or decline that colleague.





COMMUNITY GROUPS

Community Groups

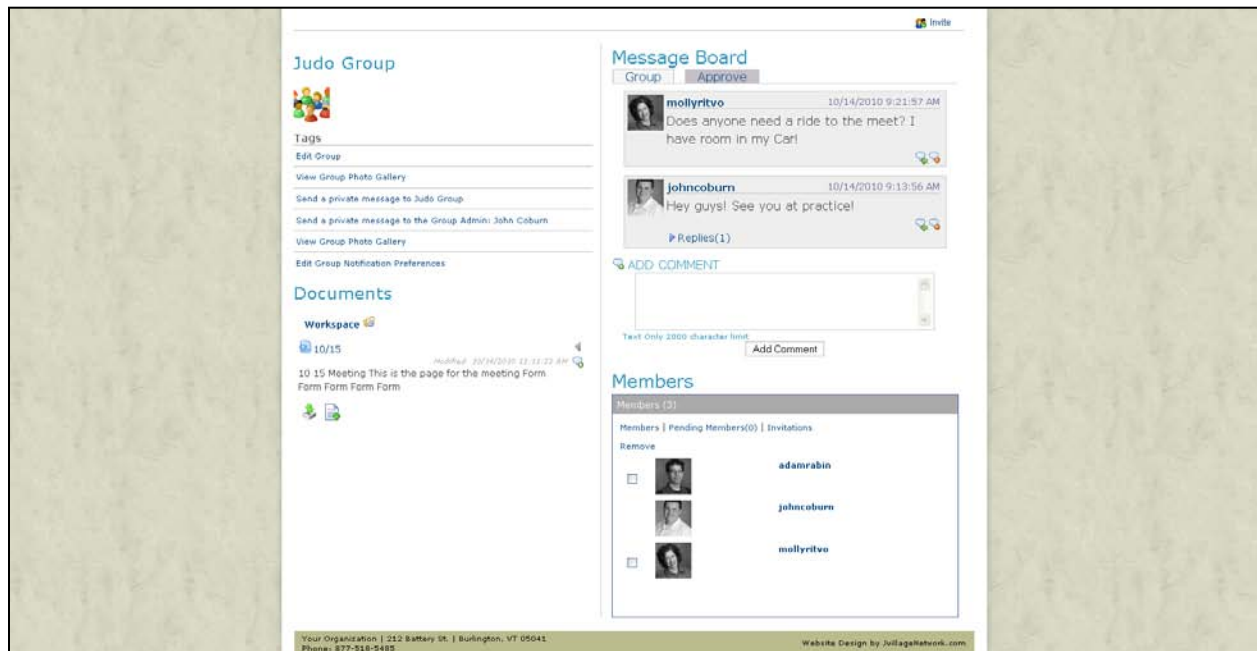
Community Groups (4)

[All Groups](#) | [My Groups](#) | [Group Requests](#) | [Group Invitations \(1\)](#)

Leave Selected Groups

	<p>Torah Study Group(Restricted)</p> <p>Torah Study Group</p> <p>Tags:</p>	<p>Founded: 9/28/2010</p> <p>Members 6</p>
<input type="checkbox"/> 	<p>Jvillage BTV(Restricted)</p> <p>Burlington jVillagers</p> <p>Tags:</p>	<p>Founded: 9/28/2010</p> <p>Members 3</p>
<input type="checkbox"/> 	<p>New Tech Group(Public)</p> <p>New Tech Group</p> <p>Tags:</p>	<p>Founded: 10/6/2010</p> <p>Members 6</p>
	<p>Judo Group(Restricted)</p> <p>Tags:</p>	<p>Founded: 10/13/2010</p> <p>Members 3</p>

Next on the column is their COMMUNITY GROUPS. This, like the colleagues section shows their approved groups that they are already a member of. They also have the option from here, of leaving groups they are members of. Just like with colleagues, their pending invites are shown here, and they need to click through to accept or decline.



Judo Group

Tags

Edit Group

View Group Photo Gallery

Send a private message to Judo Group

Send a private message to the Group Admin: John Coburn

View Group Photo Gallery

Edit Group Notification Preferences

Documents

Workspace

10/15

10 15 Meeting This is the page for the meeting Form Form Form Form

Message Board

Group | Approve

mollyritvo 10/14/2010 9:21:57 AM
Does anyone need a ride to the meet? I have room in my Car!

Johncoburn 10/14/2010 9:13:56 AM
Hey guys! See you at practice!

Replies(1)

ADD COMMENT




Text Only 2000 character limit

Add Comment

Members

Members (3) | Pending Members(0) | Invitations

Remove


<input type="checkbox"/>		adamrabin
<input type="checkbox"/>		Johncoburn
<input type="checkbox"/>		mollyritvo

Your Organization | 212 Battery St. | Burlington, VT 05401
Phone: 877-258-5485

Website Design by VillageNetwork.com

Here is a look inside a group of which this user is an admin.

Judo Group



Tags

[Edit Group](#)

[View Group Photo Gallery](#)

[Send a private message to Judo Group](#)

[Send a private message to the Group Admin: John Coburn](#)

[View Group Photo Gallery](#)

[Edit Group Notification Preferences](#)

You see we have the group title, the option to edit the group (basic settings like name and whether it's open or private). Like users, groups can have their own photo galleries that only group members can see. You can also send a message to all group members from here, as well as message the group admin. You can also change what you receive email notifications for, like new posts, new photos or members joining.



v 2




We also see that like the individual profile, each group has an area to share folders and files.

Message Board

Group


Approve




mollyritvo

10/14/2010 9:21:57 AM

Does anyone need a ride to the meet? I have room in my Car!







johncoburn

10/14/2010 9:13:56 AM

Hey guys! See you at practice!





▼Replies(1)






mollyritvo

10/14/2010 9:21:01 AM

I can't wait!



 ADD COMMENT

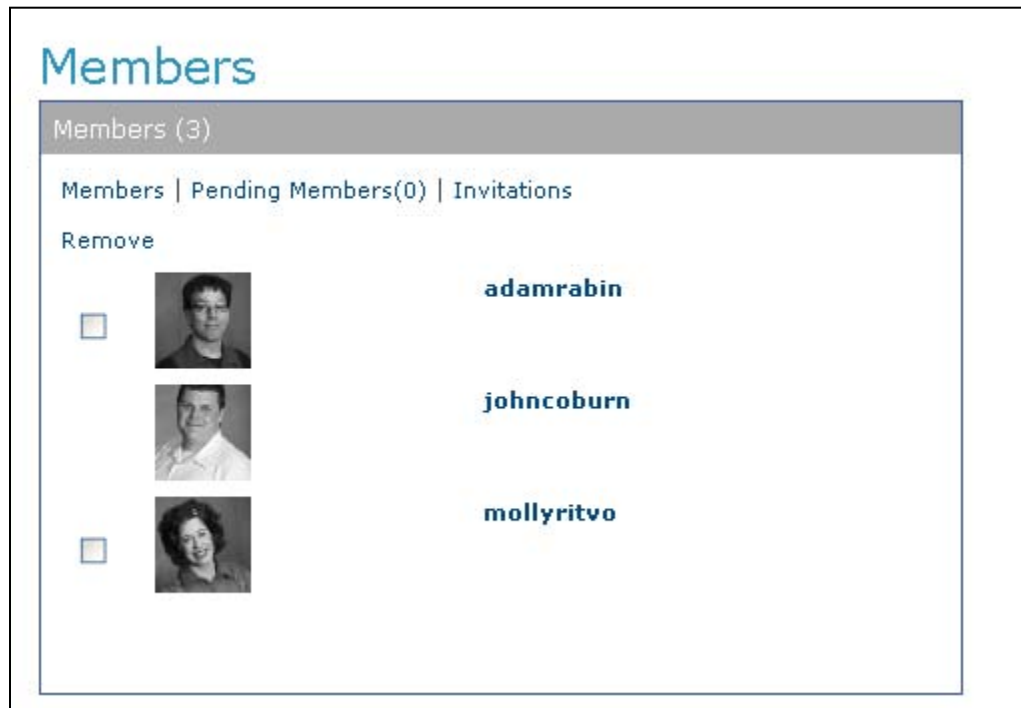


Text Only 2000 character limit

Add Comment

On the right we also have the group message board where group members can post and reply to comments. Since this user is a group admin you see they have the APPROVE tab for all comments.

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Finally we have the member section, where all members are listed. Again, because this user is an admin, you can see they are able to remove current members, and can approve new ones. That's it for groups, back to the main profile page!



COMMUNITY SEARCH

Community Search

Directory	Basic Search	Advanced Search
<input type="text"/> <input type="button" value="Search"/>		

The last piece of the member profile is the COMMUNITY SEARCH. This is how your members would find the colleagues and groups they want to attach themselves to. They can type their query in to the box and hit search, or to browse everything, they can hit the directory button.

Community Search

[Directory](#)
[Basic Search](#)
[Advanced Search](#)

Click one of the options below to filter the User Directory

ALL

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

R

S

T

U

V








W

X

Y

Z

Search by: First Name

Avatar	First Name	Last Name	Information	Status
	Fundraising Group		Email:	Join Group
	Judo Group		Email:	You are the leader of this community group
	Jvillage 8TV		Email:	You belong to this group
	New Tech Group		Email:	You belong to this group
	Torah Study Group		Email:	You are the leader of this community group
	Adam	Walker	Email: adam.walker@jvillagenetwork.com	Is a colleague
	Adam	Rabin	Email: john.coburn@jvillagenetwork.com	Is a colleague

Under directory you see we have all users and groups listed. If a user is already colleagues with a member or a member of a group, it will say so in the right most column. Otherwise users can ask to become colleagues or members of open groups by clicking ADD AS COLLEAGUE or JOIN GROUP.



ADDING A USER

Now you'll need an admin to actually add members and groups, so let's start by making a new member! Logging in as an admin, go to **SETTINGS** (on the same row as **CONTENT** in the upper right) and find the **MEMBERSHIPS** folder, and the **USERS** item

The screenshot shows the CMS400.net interface. The top navigation bar includes 'Desktop', 'Content', 'Library', 'Settings', 'Reports', and 'Help'. The 'Settings' menu on the left is expanded, showing 'Memberships' and 'Users' highlighted with red arrows. The main content area is titled 'View Users in Group "All_Members"' and displays a table of users.

<input type="checkbox"/>	Username	Lastname	Firstname	Language	Last Login	Date	Locked
<input type="checkbox"/>	AdamRabin	Rabin	Adam	English (U.S.)	9/28/2010 4:18:12 PM	9/28/2010 4:18:12 PM	<input type="checkbox"/>
<input type="checkbox"/>	AdamWalker	Walker	Adam	English (U.S.)	9/28/2010 4:56:56 PM	9/28/2010 4:56:56 PM	<input type="checkbox"/>
<input type="checkbox"/>	AlisaSilverman	Silverman	Alisa	English (U.S.)	9/28/2010 4:01:11 PM	9/28/2010 4:01:11 PM	<input type="checkbox"/>
<input type="checkbox"/>	jmember	jmember	jmember	App Default		4/16/2010 7:39 AM	<input type="checkbox"/>
<input type="checkbox"/>	JohnCoburn	Coburn	John	English (U.S.)	10/5/2010 2:04:45 PM	9/28/2010 2:04:45 PM	<input type="checkbox"/>
<input type="checkbox"/>	LarryKoolkin	Koolkin	Larry	English (U.S.)	9/28/2010 4:55:32 PM	9/28/2010 4:55:32 PM	<input type="checkbox"/>
<input type="checkbox"/>	MikeKananick	Kananick	Mike	English (U.S.)	9/28/2010 3:44:34 PM	9/28/2010 3:44:34 PM	<input type="checkbox"/>
<input type="checkbox"/>	MollyRitvo	Ritvo	Molly	English (U.S.)	9/28/2010 3:54:13 PM	9/28/2010 3:54:13 PM	<input type="checkbox"/>



v 2

Here we see all our current community members. To add a new one, just click the green plus sign.

The screenshot shows the CMS400.net interface. The top navigation bar includes the CMS400.net logo, version information (8.01 SP1/Build 8.0.1.087), and user information (User: john.coburn@village... | You have 0 unread messages). The main content area is titled 'View Users in Group "All_Members"'. A red arrow points to a green plus sign in the top left corner of the user list table, indicating where to click to add a new user.

	Username	Lastname	Firstname	Language	Last Login	Date Created	Locked
<input type="checkbox"/>	AdamRabin	Rabin	Adam	English (U.S.)	9/28/2010 4:18:12 PM	9/28/2010 2:29:04 PM	<input type="checkbox"/>
<input type="checkbox"/>	AdamWalker	Walker	Adam	English (U.S.)	9/28/2010 4:56:56 PM	9/28/2010 2:29:50 PM	<input type="checkbox"/>
<input type="checkbox"/>	jmember	jmember	jmember	App Default		4/16/2010 10:47:39 AM	<input type="checkbox"/>
<input type="checkbox"/>	JohnCoburn	Coburn	John	English (U.S.)	10/5/2010 2:04:45 PM	9/28/2010 2:45:31 PM	<input type="checkbox"/>
<input type="checkbox"/>	LarryKoolkin	Koolkin	Larry	English (U.S.)	9/28/2010 4:55:32 PM	9/28/2010 2:31:15 PM	<input type="checkbox"/>
<input type="checkbox"/>	MikeKananick	Kananick	Mike	English (U.S.)	9/28/2010 3:44:34 PM	9/28/2010 2:30:32 PM	<input type="checkbox"/>
<input type="checkbox"/>	MollyRitvo	Ritvo	Molly	English (U.S.)	9/28/2010 3:54:13 PM	9/28/2010 2:46:17 PM	<input type="checkbox"/>



v 2

Here we see we just need to fill out some basic information about the user, including their desired username and password. You'll also need to switch over to the custom properties tab to set their time zone. When all their information is entered, hit the save button in the upper right.



v 2

ADDING A GROUP

Under the TAGS folder, is an item called COMMUNITY GROUPS. When clicked, you'll see a list of all existing groups.

The screenshot shows the CMS400.net Workarea interface. The left sidebar contains a tree view with the following structure:

- Settings
 - Commerce
 - Community Management
 - Flagging
 - Memberships
 - Notifications
 - Tags
 - Community Groups** (highlighted with a red arrow)
 - Messages
 - Message Board
 - Reviews
 - Templates
 - Configuration
 - Roles
 - Business Rules
 - Import XLIFF Files
 - User Groups
 - Users

The main content area is titled 'View All Community Groups' and displays a table with the following data:

Group Name	Members	ID	Membership	Description	Location
Jvillage BTv	0	15032385531	Closed	Burlington Jvillagers	Burlington Vermont
Torah Study Group	1	15032385530	Open		



v 2

To add a new group, click the green plus sign at the top, and you'll see the screen below!

Here you name your group, pick your group admin, choose open or restricted membership, and then save. Your group will now be available in the member area on the site!